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DTR-2022-0603-36356

For the month of **APRIL 2022**
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:01	12:47	05:00		
2	SATURDAY					
3	SUNDAY					
4	8:00	12:01	12:46	05:00		
5	8:00	12:07	12:55	05:00 COVID-19 Vaccine		
6	8:00	12:01	12:51	05:00		
7	8:00	12:03	12:46	05:00		
8	8:00	12:04	12:55	05:00		
9	SATURDAY					
10	SUNDAY					
11	8:00	12:01	12:46	05:00		
12	8:00	12:07	12:55	05:00		
13	8:00	12:01	12:51	05:00		
14	HOLIDAY (Maundy Thursday)					
15	HOLIDAY (Good Friday)					
16	SATURDAY					
17	SUNDAY					
18	8:00	12:01	12:46	05:00		
19	8:00	12:07	12:55	05:00		
20	Sick Leave					
21	Sick Leave					
22	8:00	12:06	12:56	05:00		
23	SATURDAY					
24	SUNDAY					
25	8:00	12:01	12:46	05:00		
26	8:00	12:07	12:55	05:00		
27	8:00	12:01	12:51	05:00		
28	8:00	12:03	12:46	05:00		
29	8:00	12:04	12:55	05:00		
30	SATURDAY					
31						

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELIZABETH S. QUEVEDO

In-Charge

Philippines
UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

t) (First) (Middle)
 IEZ ATOZ APOLINAR
 INSTRUCTOR

APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

2) Within the Philippines _____
 Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____
 Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

Completion of Master's Degree
 BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits
 Terminal Leave

6.D COMMUTATION

Not Requested

Requested

ATOZ A. VASQUEZ
 (Signature of Applicant)

ON ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

E. TULIN
 ent

(Official)