

**DAILY TIME RECORD****GARCIA, PASTOR P.**

(NAME)

For the month of  
July 1 - 31, 2022Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:40	12:16	1:01	5:27		8hrs
2-SAT						Off
3-SUN						Off
4-MON						SPL
5-TUE						FL
6-WED						FL
7-THU						FL
8-FRI						FL
9-SAT						Off
10-SUN						Off
11-MON	7:52	12:01	12:09	5:00		8hrs
12-TUE			12:45	5:15		4hrs 30mins (SL half day)
13-WED	7:49	12:04	12:17	5:01		8hrs
14-THU	7:51	12:05	12:25	5:18		8hrs
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON						SL
19-TUE	8:00	12:00	1:00	5:00		8hrs
20-WED	8:00	12:00	1:00	5:00		8hrs
21-THU	7:52	12:36	1:03	5:00		8hrs
22-FRI	7:46	12:03	12:31	5:36		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:46	12:04	12:29	5:22		8hrs
26-TUE	7:48	12:06	12:40	5:02		8hrs
27-WED	7:54	12:04	12:30	5:45		8hrs
28-THU	7:42	12:33	12:48	5:06		8hrs
29-FRI						SL
30-SAT						Off
31-SUN						Off

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

**PASTOR P. GARCIA**

VERIFIED as to prescribed office hours

**DHENBER C. LUSANTA**Department Head  
Farm Resource Management Institute

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>Pastor</b>	<b>Pasturan</b>
	5. SALARY (Monthly)
Professor IV	

**APPLICATION**

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:  
☒ Within the Philippines : Cebu  
☐ Abroad (Pls. Specify) :

In case of Sick leave:  
☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

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

☒ Requested ☐ Not Requested

**GARCIA, PASTOR P.**  
 (Signature of Applicant)

**ON APPLICATION**

7.b RECOMMENDATION:

☒ For Approval  
☐ For Disapproval due to:

**DHENBER C. LUSANTA**  
 Farm Resource Management Institute

7.d DISAPPROVED due to:

**E. TULIN**and Signature)  
President