

Civil Service Form 48

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

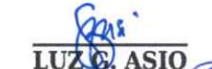
For the month of
December 1 - 31, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:06	12:09	12:14	5:13	6mins	7hrs 54mins
3-TUE	7:01	12:15	12:16	5:19		8hrs
4-WED	6:57	12:05	12:16	6:51		8hrs
5-THU	8:03	12:18	12:40	5:47	3mins	7hrs 57mins
6-FRI	7:01	12:14	12:24	5:34		8hrs
7-SAT						Off
8-SUN						Off
9-MON						FL
10-TUE						FL
11-WED						FL
12-THU						FL
13-FRI						FL
14-SAT						Off
15-SUN						Off
16-MON						SPL
17-TUE						CDO
18-WED						CDO
19-THU						CDO
20-FRI						CDO
21-SAT						Off
22-SUN						Off
23-MON						CDO
24-TUE						Holiday
25-WED						Holiday
26-THU						CDO
27-FRI						CDO
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


LUZ G. ASIO
 Department Head
 Department of Agronomy

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Berta	Catingan
	5. SALARY (Monthly)
or VI	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

er

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:


☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

☐ Monetization of Leave Credits
☐ Terminal Leave


6.d COMMUTATION

☒ Requested ☐ Not Requested


RATILLA, BERTA C.
 (Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**

☐ For Approval
☐ For Disapproval due to:


LUZ G. ASIO
 Department of Agronomy

7.d DISAPPROVED due to:**G. YEPES**

(Signature)
 President