

DAILY TIME RECORD**MODINA, HENRY P.**

(NAME)

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

6:00-11:00 - 2:00-6:00

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
4-TUE	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
5-WED	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
6-THU	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
7-FRI	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
8-SAT						Off
9-SUN						Off
10-MON						Absent
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
18-TUE	<i>6:00</i>	<i>11:30</i>	<i>1:00</i>	<i>6:00</i>		Absent
19-WED	<i>6:00</i>	<i>12:00</i>	<i>1:00</i>	<i>6:20</i>		Absent
20-THU	<i>6:30</i>	<i>12:00</i>	<i>1:00</i>	<i>6:30</i>		Absent
21-FRI	<i>6:40</i>	<i>12:00</i>	<i>1:00</i>	<i>6:30</i>		Absent
22-SAT						Off
23-SUN						Off
24-MON	<i>6:00</i>	<i>12:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
25-TUE	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
26-WED	<i>6:00</i>	<i>11:30</i>	<i>1:00</i>	<i>6:00</i>		Absent
27-THU	<i>6:00</i>	<i>11:30</i>	<i>1:00</i>	<i>6:00</i>		Absent
28-FRI	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent
29-SAT						Off
30-SUN						Off
31-MON	<i>6:00</i>	<i>11:00</i>	<i>1:00</i>	<i>6:00</i>		Absent

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.

[Signature]
HENRY P. MODINA

VERIFIED as to prescribed office hours

[Signature]
LORINA A. GALVEZ

Department Head
 Department of Food Science and Technology

Philippines
 UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
MODINA	HENRY P.
Admin. Aide III	5. SALARY

APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

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

HENRY P. MODINA

(Signature of Applicant)

7.A RECOMMENDATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____

[Signature]
LORINA A. GALVEZ

Office/Dept /Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

TULIN

nt

(Official)