

Civil Service Form 48

# **DAILY TIME RECORD** **CENTINO, ZYRA MAY H.** (NAME)

For the month of  
**October 1 - 31, 2023**  
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	8:00	12:06	12:09	6:05		8hrs
3-TUE	7:52	12:17	12:25	6:05		8hrs
4-WED						VSU-FAN GENERAL ASSEMBLY
5-THU	7:49	12:08	12:22	5:34		8hrs
6-FRI	7:39	12:33	12:34	7:14		8hrs
7-SAT						Off
8-SUN						Off
9-MON						CDO
10-TUE						SL
11-WED	8:00	12:18	12:19	6:03		10hrs 2mins
12-THU	7:49	12:23	12:32	5:39		9hrs 41mins
13-FRI	7:48	12:16	12:22	5:58		10hrs 4mins
14-SAT						Off
15-SUN						Off
16-MON	8:09	12:11	12:19	6:00		9hrs 43mins
17-TUE	7:38	12:12	12:15	5:54		8hrs
18-WED	7:54	12:02	12:10	7:44		8hrs
19-THU	8:07	12:08	12:31	5:31	7mins	7hrs 53mins
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	7:57	12:09	12:11	5:31		8hrs
24-TUE	7:54	12:17	12:23	5:27		8hrs
25-WED	8:07	12:19	12:24	5:34	7mins	7hrs 53mins
26-THU	7:57	12:07	12:10	6:20		8hrs
27-FRI	7:58	12:03	12:08	5:09		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	7:59	12:03	12:08	5:30		8hrs

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.

**ZYRA MAY H. CENTINO**

VERIFIED as to prescribed office hours

**MOISES NEIL V. SERIÑO**  
College Dean  
College of Management & Economics

Philippines

**UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)

(Middle)

Zyra May

Homes

5. SALARY (Monthly)

Professor III

## **APPLICATION**

### **6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ 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:

- ☐ 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

**CENTINO, ZYRA MAY H.**

(Signature of Applicant)

## **ON ON APPLICATION**

### **7.b RECOMMENDATION:**

☒ For Approval

☐ For Disapproval due to:

**MOISES NEIL V. SERIÑO**  
College of Management & Economics

### **7.d DISAPPROVED due to:**

**Y G. YEPES**  
(Signature and Name)  
City President