

Civil Service Form 48

# **DAILY TIME RECORD** **SUGANO, SARAH JEAN C.** (NAME)

For the month of  
**January 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						Holiday
3-TUE						FL
4-WED						FL
5-THU						FL
6-FRI						FL
7-SAT						Off
8-SUN						Off
9-MON	7:58	12:05	12:53	5:23		8hrs
10-TUE	7:34	12:48	12:48	5:17		8hrs
11-WED	7:55	12:12	12:58	5:20		8hrs
12-THU	8:02	12:05	12:11	5:39	2mins	7hrs 58mins
13-FRI	7:57	12:41	12:41	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:46	12:03	12:03	5:04		8hrs
17-TUE	7:04	12:00	12:00	5:25		8hrs
18-WED	7:58	12:13	12:13	5:21		8hrs
19-THU	7:28	12:01	12:01	5:17		8hrs
20-FRI	7:44	12:22	12:22	5:18		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:59	12:38	12:38	5:11		8hrs
24-TUE	7:09	12:28	12:28	5:05		8hrs
25-WED	8:00	12:26	12:26	5:02		8hrs
26-THU	8:03	12:00	1:09	5:27		8hrs
27-FRI	8:15	12:06	12:06	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:16	12:16	5:00		8hrs
31-TUE	7:56	12:32	12:32	5:34		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.

**SARAH JEAN C. SUGANO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

Department Head  
Advanced Research and Innovation Center

Date Generated: Feb/27/2023 11:41:43

Philippines

**UNIVERSITY**

ty, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)	(Middle)
<b>Sarah Jean</b>	<b>Cabanillas</b>
	5. SALARY (Monthly)
ctor I	

## **APPLICATION**

### 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Bantayan, 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:

- ☐ 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

**SUGANO, SARAH JEAN C.**

(Signature of Applicant)

## **ON APPLICATION**

### 7.b RECOMMENDATION:

- ☐ For Approval  
☐ For Disapproval due to:

**MA. THERESA P. LORETO**

Department of Biotechnology

### 7.d DISAPPROVED due to:

**E. TULIN**

(Signature)  
President