

DAILY TIME RECORD**GORRE, ELVIRA B.**

(NAME)


For the month of

June 1 - 30, 2022

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:13	12:54	5:34		8hrs
2-THU	7:42	12:36	12:46	5:21		8hrs
3-FRI	8:00	12:17	12:49	5:16		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SPL
7-TUE						SPL
8-WED	7:56	12:15	1:00	5:07		8hrs
9-THU	7:55	12:18	12:40	5:18		8hrs
10-FRI	7:58	12:03	12:47	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:59	12:11	12:41	5:07		8hrs
14-TUE	7:59	12:11	12:46	5:18		8hrs
15-WED	7:59	12:06	12:30	5:28		8hrs
16-THU	8:10	12:15	12:49	5:37	10mins	7hrs 50mins
17-FRI	8:00	12:00	12:49	5:05		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:15	12:40	8:25		8hrs
21-TUE	7:54	12:24	12:52	5:11		8hrs
22-WED	8:00	12:00	12:20	5:44		8hrs
23-THU	8:12	12:12	12:28	5:13	12mins	7hrs 48mins
24-FRI	8:00	12:00	12:00	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:34	12:10	12:48	5:10		8hrs
28-TUE	7:36	12:15	12:54	5:12		8hrs
29-WED	7:55	12:23	12:50	5:19		8hrs
30-THU	7:53	12:13	12:36	6:51		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.


ELVIRA B. GORRE

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
ELVIRA	BULAWAN
5. SALARY (Monthly)	
Assistant II	

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

In case of vacation/Special Privilege leave:

☒ Within the Philippines : Home☐ 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


GORRE, ELVIRA B.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**☐ For Approval☐ For Disapproval due to:


ELIZA D. ESPINOSA

Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:


E. TULIN

(and Signature)
President