

DAILY TIME RECORD

ACILO, VIRGILIO C.

(NAME)


For the month of
March 1 - 31, 2022

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

C-2

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:05	12:25	12:28	5:00	4hrs 5mins	3hrs 55mins
2-WED	ABSENT		12:23	5:00	8hrs	
3-THU	8:10	12:09	12:10	5:00	4hrs 10mins	3hrs 50mins
4-FRI	LEAVE - SLP					Absent
5-SAT						Off
6-SUN						Off
7-MON	8:27	12:03	1:00	5:00	4hrs 27mins	3hrs 33mins
8-TUE	8:11	12:10	12:45	5:00	4hrs 11mins	3hrs 49mins
9-WED	8:18	12:12	12:15	5:00	4hrs 18mins	3hrs 42mins
10-THU	8:21	12:01	12:59	5:00	4hrs 21mins	3hrs 39mins
11-FRI	7:50	12:28	12:30	5:00	4hrs	4hrs
12-SAT						Off
13-SUN						Off
14-MON	8:10	12:00	1:00	5:00	8hrs	
15-TUE	8:20	12:04	12:28	5:00	4hrs 20mins	3hrs 40mins
16-WED	7:46	12:01	1:00	5:00	4hrs	4hrs
17-THU	7:54	12:01	1:00	5:00	4hrs	4hrs
18-FRI	7:51	12:01	12:54	5:00	4hrs	4hrs
19-SAT						Off
20-SUN						Off
21-MON	7:39	12:02	12:37	5:00		Absent
22-TUE	7:50	12:23	12:25	5:00	4hrs	4hrs
23-WED	7:50	12:22	12:26	5:00		Absent
24-THU	7:59	12:25	12:25	5:00	8hrs	
25-FRI	7:55	12:06	12:10	5:00		Absent
26-SAT						Off
27-SUN						Off
28-MON	8:12	12:21	12:23	5:00	4hrs 12mins	3hrs 48mins
29-TUE	7:51	12:07	12:09	5:00	4hrs	4hrs
30-WED	8:05	12:13	12:16	5:00	4hrs 5mins	3hrs 55mins
31-THU	8:12	12:12	12:14	5:00	4hrs 12mins	3hrs 48mins

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.


VIRGILIO C. ACILO

VERIFIED as to prescribed office hours

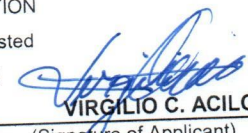
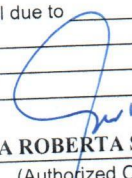
MARIA ROBERTA S. MIRAFLOR

Department Head
Office of the Head of Records and Archives

Philippines
UNIVERSITY
Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
D, VIRGILIO	CAJERIC
Administrative Aide III	5. SALARY P
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)	
x 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 	
VIRGILIO C. ACILO	
(Signature of Applicant)	
ON ON APPLICATION	
7.B RECOMMENDATION	
For approval	
For disapproval due to	
	
MARIA ROBERTA S. MIRAFLOR	
(Authorized Officer)	
7.D DISAPPROVED DUE TO:	
E. TULIN	
ent	
d Official)	