

**DAILY TIME RECORD****ARMECIN, ROMEL B.**

(NAME)

For the month of  
**February 1 - 28, 2023**Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:50	12:04	12:30	6:32		8hrs
2-THU	7:52	12:05	12:55	5:09		8hrs
3-FRI	7:55	12:52	12:57	5:13		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:56	12:48	12:58	5:29		8hrs
7-TUE	7:53	12:48	12:57	5:17		8hrs
8-WED	7:46	12:16	12:17	5:16		8hrs
9-THU	7:57	12:05	12:59	5:10		8hrs
10-FRI						SPL
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE						FL
15-WED	8:10	12:39	12:52	5:59	10mins	7hrs 50mins
16-THU	8:03	12:58	12:59	5:06	3mins	7hrs 57mins
17-FRI	7:41	12:51	12:59	5:36		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:44	12:54	1:02	5:05	2mins	7hrs 58mins
21-TUE	7:59	12:54	1:00	5:23		8hrs
22-WED	7:55	12:49	12:58	6:00		8hrs
23-THU	7:38	12:06	12:07	5:18		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:10	12:11	5:48		8hrs
28-TUE	7:44	12:04	12:08	5:13		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.

  
**ROMEL B. ARMECIN**

VERIFIED as to prescribed office hours

**MARIA JULIET C. CENIZA**

Vice President

Office of the Vice President for Research, Extension and Innovation

Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date

**FOR LEAVE**

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(Middle)

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**Brigoli**

5. SALARY (Month

or V

**APPLICATION****DETAILS OF LEAVE:**

ase of vacation/Special Privilege leave:  
Within the Philippines : Mother-in-law's b  
Abroad (Pls. Specify) :

ase of Sick leave:  
In Hospital (Pls. Specify) :  
Out Patient (Pls. Specify) :

ase of Special Leave Benefits for Women:  
ecify Illness)

ase of Study leave:  
BAR/Board Examination Review  
Completion of Master's Degree  
Completion of Doctorate Degree  
Completion of PHD Degree

er purpose:  
Monetization of Leave Credits  
Terminal Leave

**COMMUTATION**

☒ Requested ☐ Not Requested

**ARMECIN, ROMEL B.**

(Signature of Applicant)

**ON ON APPLICATION****RECOMMENDATION:**

For Approval

For Disapproval due to:

**MARIA JULIET C. CENIZA**Office of the Vice President for Research, Ext  
Innovation

DISAPPROVED due to:

**E. TULIN**