

Civil Service Form 48

DAILY TIME RECORD
MARAÑAN, CLEMENTE N. JR.
 (NAME)

For the month of
December 1 - 31, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	6:23	11:01	12:46	6:33		8hrs
2-SAT						Off
3-SUN						Off
4-MON	6:43	12:01	12:06	5:15		8hrs
5-TUE	6:32	10:13	12:43	5:39	47mins	7hrs 13mins
6-WED	6:44	11:10	12:10	5:33		8hrs
7-THU	6:43	12:00	12:04	6:16		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON	6:35	12:01	12:10	5:10		8hrs
12-TUE	6:42	12:05	12:08	5:12		8hrs
13-WED	6:20	12:15	12:20	5:32		8hrs
14-THU	6:24	12:03	12:07	5:21		8hrs
15-FRI	6:15	12:04	12:10	5:15		8hrs
16-SAT						Off
17-SUN						Off
18-MON						SPL
19-TUE						SPL
20-WED						SPL
21-THU						VL
22-FRI						VL
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED	6:33	12:05	12:49	5:16		8hrs
28-THU	6:45	12:02	12:13	5:20		8hrs
29-FRI	6:38	12:01	12:38	5:18		8hrs
30-SAT						Off
31-SUN						Off

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.


CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC

Department Head
 Department of Agronomy

Date Generated: Feb/13/2024 08:20:27

Philippines

C : **UNIVERSITY**
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Clemente	Nayre
5. SALARY (Monthly)	
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APPLICATION**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : bohol
☐ 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


MARAÑAN, CLEMENTE N. JR.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**

- ☒ For Approval
☐ For Disapproval due to:


DIONESIO M. BAÑOC

Department of Agronomy

7.d DISAPPROVED due to:**IE S. TAN**

(Signature)
 resident