

DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

For the month of November 1-30, 2021

Official hours of arrival (Regular Days) _____

and departure (Saturdays) _____

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Holiday				
2		on Leave				
3	7:06	12:01	12:55	5:01		
4	7:02	12:02	12:54	5:00		
5	7:04	12:05	12:54	5:01		
6		Saturday				
7		Sunday				
8	7:37	12:03	12:55	5:01		
9	7:30	12:05	12:54	5:01		
10		on Leave				
11	7:00	12:03	12:55	5:01		
12	7:06	12:01	12:55	5:01		
13		Saturday				
14		Sunday				
15	7:04	12:01	12:55	5:01		
16	6:57	12:02	12:54	5:00		
17	7:00	12:02	12:55	5:01		
18	6:58	12:05	12:54	5:01		
19	6:54	12:02	12:52	5:01		
20		Saturday				
21		Sunday				
22	7:00	12:02	12:54	5:00		
23	6:58	12:05	12:54	5:01		
24	7:05	12:05	12:54	5:01		
25	7:05	12:03	12:55	5:01		
26	7:07	12:02	12:58	5:01		
27		Saturday				
28		Sunday				
29	6:59	12:02	on leave			
30		Holiday				
31						
Total						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ
Internal Auditor IV

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)

FLANDEZ ARLIN BRAVO

Administrative Aide VI 5. SALARY _____

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) _____

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

ARLIN B. FLANDEZ
(Signature of Applicant)

ON APPLICATION

6.B RECOMMENDATION

For approval

For disapproval due to _____

MARIA TERESA A. CRUZ
Office/Dept /Unit
(Authorized Officer)

DISAPPROVED DUE TO:

N

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