

DAILY TIME RECORD

MARIA ROBelyn AURED-INSIK

(Name)

For the month of: JANUARY 2022

Official hours for arrival
and departure

Regular days

Saturdays

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	S					
2	S					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	S					
9	S					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	S					
16	S					
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	S					
23	S					
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	SICK LEAVE					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	S					
30	S					
31	WFH					

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

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

e Philippines
E UNIVERSITY
y City, Leyte

Stamp of Date of Receipt

FOR LEAVE

st) (First) (Middle)
IK MARIA ROBelyn AURED

INSTRUCTOR I

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) Fever, Headache

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

(Signature of Applicant)

TION ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to

ELIZABETH S. QUEVEDO

Office/Dept /Unit
(Authorized Officer)

7.D DISAPPROVED DUE TO:

D E. TULIN
sident
ed Official)

DAILY TIME RECORD

Jane M. Abaya
(Name)

For the month of: January 2022

Official hours for arrival 8-12
and departure 1-5

Regular days _____
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	<u>holiday</u>					
2	<u>S</u>					
3	<u>7:41</u>	<u>12:04</u>	<u>12:46</u>	<u>5:00</u>		
4	<u>7:49</u>	<u>12:00</u>	<u>12:49</u>	<u>5:00</u>		
5	<u>7:50</u>	<u>12:00</u>	<u>12:49</u>	<u>5:00</u>		
6	<u>7:51</u>	<u>12:00</u>	<u>12:48</u>	<u>5:00</u>		
7	<u>7:49</u>	<u>12:02</u>	<u>Calamity leave</u>			
8	<u>S</u>					
9						
10	<u>7:43</u>	<u>12:06</u>	<u>12:47</u>	<u>5:00</u>		
11	<u>7:19</u>	<u>12:00</u>	<u>12:47</u>	<u>5:00</u>		
12	<u>8:00</u>	<u>12:01</u>	<u>12:48</u>	<u>5:00</u>		
13	<u>7:40</u>	<u>12:00</u>	<u>Calamity leave</u>			
14	<u>Calamity leave</u>					
15	<u>S</u>					
16						
17	<u>7:25</u>	<u>12:02</u>	<u>12:43</u>	<u>5:00</u>		
18	<u>7:46</u>	<u>12:00</u>	<u>12:47</u>	<u>5:00</u>		
19	<u>7:43</u>	<u>12:04</u>	<u>12:44</u>	<u>5:00</u>		
20	<u>7:26</u>	<u>12:03</u>	<u>12:41</u>	<u>5:00</u>		
21	<u>7:29</u>	<u>12:00</u>	<u>12:46</u>	<u>5:00</u>		
22	<u>S</u>					
23						
24	<u>7:29</u>	<u>12:04</u>	<u>12:41</u>	<u>5:01</u>		
25	<u>7:46</u>	<u>12:06</u>	<u>12:46</u>	<u>5:03</u>		
26	<u>7:42</u>	<u>12:03</u>	<u>12:49</u>	<u>5:02</u>		
27	<u>7:40</u>	<u>12:06</u>	<u>12:48</u>	<u>5:15</u>		
28	<u>7:47</u>	<u>12:02</u>	<u>12:41</u>	<u>5:01</u>		
29	<u>S</u>					
30						
31	<u>7:26</u>	<u>12:04</u>	<u>12:44</u>	<u>5:00</u>		

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gmabaya

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In - Charge

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
<u>JANE</u>	<u>M.</u>
<u>Sec 1</u>	5. SALARY _____

APPLICATION

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Abroad (Specify) _____

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Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

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(Signature of Applicant)

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(Authorized Officer)

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E. TULIN
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(Official)

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(Authorized Officer)**7.D DISAPPROVED DUE TO:**

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(Official)