DAILY TIME RECORD

MARIA ROBELYN AURED-INSIK

Name

For the month of:	JANUAR.	1. 2022

Official hours for arrival and departure

Regular days ____ Saturdays___

D		A.M.	F	Р.М.	UNDER	RTIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2	2					
3	8:00	12:00	1:00	6:00		
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	0					
9	S					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	2:00	1:00	5:00		
13	8:00	12:00	1:00	2:00		
14	8:00	12:00	1:00	5:00		
15	0			6	Louis	
16	5			a	K	
17	8:00	12:00	1:00	5:00	_	
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1700	5:00		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	0					
23	5					
24	8:00	12:00	1:00	5:00		
25	g;00	12:00	1:00	5:00		
26	SICK	EAVE				
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	C					
30	3					
31	WPH					

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

I FOR LEAVE

st)	(First) (Middle)
IK	MARIA ROBELTN AURED
IST	EMGTOR 1 5. SALARY
FAI	PPLICATION
	6.B DETAILS OF LEAVE
	In case of Vacation/Special Privilege Leave:
2)	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 /
	Requested
	(Signature of Applicant)
ION	ON APPLICATION
	7.B RECOMMENDATION
	For approval
]	For disapproval due to
1	(m 9/
	Mohney
	ELIZABETH S. QUEVEDO
-	Office/Dept /Unit
	(Authorized Officer)
	7.D DISAPPROVED DUE TO:
	1
· E	
ident	TULIN
	ficial)

Official)

DAILY TIME RECORD

Jane	M.	abaye	
		(Name)	

For the month of: January 2022

Official hours for arrival 8 - 12

Regular days _ Saturdays_

and departure |-6

		A.M.		М.	LIND	ERTIME
D		A.M.	Ρ.	IVI.	UND	ERIIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	hido					
2	S	1		7		
3	7:41	13: 04	13:46	4:0		
4	7: 49	12: 00	18:49	4:80		
5	7: 50	la: Doctor	18: 410 Apr	4:0		
6	7: 11	12: 10	15: 48	4:0		
7	4: Hd	18: 02	Calamita	have		
8	S					
9	0					
10	1:43	18:06	19:41	4:0		
11	1:19	18:00	18: 1F	1:00		
12	8:00	19:01	13:49	4:80		0
13	1: NO	12:00	Calamite	have	(M)	and the
14	talamit	e have			A	C00-0
15	S	7				
16						
17	7: 84	18:03	13:43	4:0		
18	4:40	13:00	13:47	4:00	9	
19	4:43	13:04	18:11	4:0		
20	1:26	12:03	19:41	4:00		
21	4:30	15:00	18:46	1:00		
22	5					
23						
24	u: 9d	13:01	17:41	1:01		
25	7:46	12:06	13:46	4:03		
26	7:42	12:03	18:40	4:05		
27	4:40	12:06	13:48	4:14		
28	4:11	13:05	19:41	4:01		
29	S					
30						
31	7:34	13; Off	13:4#	1:0		

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.

dwapath

VERIFIED as to the prescribed office hours.

In - Charge

FOR LEAVE

)		(First)	(Middle)
		JANE	M.
Le	ch I		5. SALARY
ΑP	PLICATION	ON	
	6.B DETA	ILS OF LEAVE	
	In case	of Vacation/Spec	sial Privilege Leave:
	With	nin the Philippines	
	Abro	oad (Specify)	
	In case	of Sick Leave:	
	In H	ospital (Specify III	ness)
			llness)
	In case	of Special Leave	Benefits for Women:
	(Specify	y Illness)	
	In case	of Study Leave:	
	Con	npletion of Master	's Degree
	BAF	R/Board Examinat	ion Review
	Other p	urpose:	
	Mon	etization of Leave	Credits
	Terr	minal Leave	
	6.D COM	MUTATION	
	Not	Requested	
	Req	uested	
	_	gmabo	
			ture of Applicant)
N	ON APPL	ICATION	
	7.B RECO	MMENDATION	
	For	approval	
	For	disapproval due to	0
	_		<u> </u>
		60	mere
		ELIZAI	BETH S. QUEVEDO
	_		office/Dept_/Unithorized Officer)
		(Auu	nonzed Onicer)
	7.D DISA	PPROVED DUE	TO:
	-		
ve (2		
E. T	ULIN		
ant			

DAILY TIME RECORD

MARIA ROBELYN AURED-INSIK

Name

For the month of:	JANUAR:	1. 6
Official hours for arri	ival	Day

2022

Official hours for arrival and departure Regular days _____ Saturdays_____

D	l A	A.M.	Р	.М.	UNDER	RTIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	0					
2	2					
3	8:00	12:00	1:00	6:00		
4	85.00	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	0					
9	0					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	2:00	1:00	5:00		
13	8:00	12:00	1:00	2:00	_	
14	8:00	12:00	1:00	2:00		
15	0				Lavu	
16	<u>S</u>	1			Je sa	
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	C					
23	0:	10:00	- 20	FIAN		
24	8:00	12:00	1:00	5:00		
25	g:00	12:00	1700	5:00		
26	SICK	EAVE	1,00	- · · · ·	-	
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	-				/	
30	MEIL					
31	WFH					

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VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

e Philippines E UNIVERSITY y City, Leyte

d Official)

Stamp of Date of Receipt

I FOR LEAVE

PL	ICATION
6.B	DETAILS OF LEAVE
	In case of Vacation/Special Privilege Leave:
	Within the Philippines
	Abroad (Specify)
	In case of Sick Leave:
	Out Patient (Specify Illness)
1	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
6.0	COMMUTATION
	Requested Requested (Signature of Applicant)
ON	APPLICATION
7.E	RECOMMENDATION
	For approval
	For disapproval due to
	Whire
	ELIZABETH S. QUEVEDO Office/Dept /Unit (Authorized Officer)
	D DISAPPROVED DUE TO:
7.0	DISAPPROVED DUE TO.