

Civil Service Form 48

DAILY TIME RECORD**MILAN, VANESSA MAY B.**

(NAME)

For the month of
September 1 - 30, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:00	1:00	5:00		8hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:00	1:00	5:00		8hrs
5-TUE	8:00	12:00	1:00	5:00		8hrs
6-WED	8:00	12:00	1:00	5:00		8hrs
7-THU	8:00	12:00	12:07	5:06		8hrs
8-FRI	7:44	12:02	12:04	5:10		8hrs
9-SAT						Off
10-SUN						Off
11-MON						SPL
12-TUE	7:46	12:00	12:07	5:04		8hrs
13-WED	7:44	12:02	12:05	5:04		8hrs
14-THU	7:46	12:03	12:06	5:07		8hrs
15-FRI	7:49	12:01	12:04	5:22		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:47	12:18	12:22	5:10		8hrs
19-TUE						2023 INTRAMURAL GAMES
20-WED						2023 INTRAMURAL GAMES
21-THU						2023 INTRAMURAL GAMES
22-FRI						2023 INTRAMURAL GAMES
23-SAT						Off
24-SUN						Off
25-MON	7:46	12:03	12:06	4:54		7hrs 54mins SUSPENDED 3:00 pm 11:59 pm
26-TUE	7:45	12:02	12:05	5:04		8hrs
27-WED	7:48	12:00	12:04	5:02		8hrs
28-THU	7:51	12:01	12:04	5:02		8hrs
29-FRI	7:50	12:21	12:23	5:17		8hrs
30-SAT						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.


VANESSA MAY B. MILAN

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
 Ecological Farm & Resource Management Institute

1 of 1

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Vanessa May**Belarmino**

5. SALARY (Monthly)

tive Aide IV

APPLICATION**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Cebu
☐ 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


MILAN, VANESSA MAY B.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:


JEROME O. ARRIBADO

Ecological Farm & Resource Management Institute

7.d DISAPPROVED due to:

. TULIN

(Signature)
 resident


 9/11/23