

DAILY TIME RECORD**RATILLA, TEODOMERO C.**

(NAME)

For the month of
September 1 - 30, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:13	12:17	12:21	5:07	13mins	7hrs 47mins
2-FRI	6:25	12:18	12:22	5:27		8hrs
3-SAT						Off
4-SUN						Off
5-MON	8:02	12:11	12:16	5:21	2mins	7hrs 58mins
6-TUE	8:14	12:12	12:29	5:15	14mins	7hrs 46mins
7-WED	6:31	12:09	12:23	5:23		8hrs
8-THU	6:16	12:04	12:11	8:02		8hrs
9-FRI						SPL
10-SAT						Off
11-SUN						Off
12-MON	8:05	12:05	12:09	5:16	5mins	7hrs 55mins
13-TUE	7:51	12:12	12:19	5:08		8hrs
14-WED	8:00	12:21	12:23	5:01		8hrs
15-THU	7:07	12:18	12:27	5:21		8hrs
16-FRI						SPL
17-SAT						Off
18-SUN						Off
19-MON	7:52	12:23	12:25	5:07		8hrs
20-TUE	7:52	12:09	12:11	5:07		8hrs
21-WED	8:03	12:06	12:19	5:22	3mins	7hrs 57mins
22-THU	6:35	12:05	12:15	5:21		8hrs
23-FRI	8:04	12:06	12:48	5:18	4mins	7hrs 56mins
24-SAT						Off
25-SUN						Off
26-MON	7:50	12:05	12:09	5:49		8hrs
27-TUE	7:55	12:27	12:35	5:19		8hrs
28-WED	8:03	12:18	12:21	5:23	3mins	7hrs 57mins
29-THU						SPL
30-FRI						SL

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.

TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Date Generated: Oct/12/2022 11:19:20

Philippines

UNIVERSITY

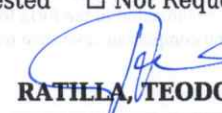
ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Teodomero	Cabusao
	5. SALARY (Monthly)
Demonstrator	

APPLICATION

Circular er	6.b DETAILS OF LEAVE:
	<p>In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>San Isidro, Leyte</u> <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave</p>
	6.d COMMUTATION
	<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  RATILLA, TEODOMERO C. (Signature of Applicant)

NON APPLICATION

re ; ;	7.b RECOMMENDATION:
	<input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: RUTH O. ESCASINAS Department of Agronomy
	7.d DISAPPROVED due to:

E. TULIN

nd Signature)
 President

AFL-22-53