

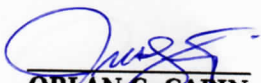
DAILY TIME RECORD**CAPIN, ORLAN C.**

(NAME)


For the month of
August 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:18	12:02	12:05	5:01		
2-TUE	7:41	12:01	12:04	5:10		8hrs
3-WED	7:29	12:01	12:05	5:01		
4-THU	7:04	12:21	12:26	5:14		8hrs
5-FRI	7:30	12:18	12:20	5:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:16	12:00	12:02	5:05		
9-TUE	7:35	12:08	12:10	5:08		8hrs
10-WED	7:10	12:01	12:03	5:14		8hrs
11-THU	7:21	12:02	12:03	5:08		8hrs
12-FRI	7:08	12:01	12:04	5:11		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:21	12:01	12:03	5:14		8hrs
16-TUE	7:25	12:00	12:02	5:16		8hrs
17-WED	7:23	12:05	12:08	5:01		8hrs
18-THU	7:02	12:02	12:03	5:03		8hrs
19-FRI						FL
20-SAT						Off
21-SUN						Off
22-MON						FL
23-TUE	7:21	12:10	12:14	5:18		
24-WED	7:33	12:03	12:07	5:00		8hrs
25-THU	7:51	12:04	12:06	5:17		8hrs
26-FRI	7:09	12:05	12:08	5:01		
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:36	12:03	12:05	5:00		
31-WED	7:20	12:12	12:13	5:15		8hrs

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.


ORLAN C. CAPIN

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.

Generated: Sep/09/2022 02:44:07

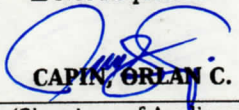
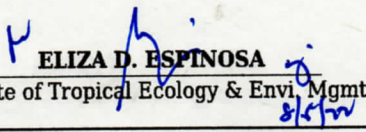
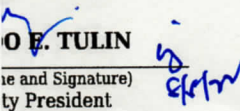
Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Orlan	Cabatingan
	5. SALARY (Monthly)
Active Aide III	
APPLICATION	
6.b DETAILS OF LEAVE:	
In case of vacation/Special Privilege leave:	
<input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :	
In case of Sick leave:	
<input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :	
In case of Special Leave Benefits for Women:	
(Specify Illness)	
In case of Study leave:	
<input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review	
Other purpose:	
<input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
6.d COMMUTATION	
<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
 CAPIN, ORLAN C. (Signature of Applicant)	
RECOMMENDATION ON APPLICATION	
7.b RECOMMENDATION:	
<input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:	
 ELIZA D. ESPINOSA Institute of Tropical Ecology & Envi. Mgmt.	
7.d DISAPPROVED due to:	
 O.E. TULIN (Signature and Name) City President	