

**DAILY TIME RECORD****GABUNADA, FE M.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						FL
2-FRI						FL
3-SAT						Off
4-SUN						Off
5-MON						EDL
6-TUE						EDL
7-WED						EDL
8-THU						Holiday
9-FRI						EDL
10-SAT						Off
11-SUN						Off
12-MON						FL
13-TUE		On leave	1:13	3:41	5hrs 32mins	2hrs 28mins
14-WED	8:24	12:21	1:01	5:57	25mins	7hrs 35mins
15-THU	8:05	12:15	12:35	5:07	5mins	7hrs 55mins
16-FRI	7:32	12:06	12:22	5:29		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:00	12:12	12:57	5:14		8hrs
20-TUE	On leave		12:50	5:04	4hrs	4hrs
21-WED	7:57	12:25	On leave		4hrs	4hrs
22-THU						VL
23-FRI						VL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	8:18	12:15	12:35	6:14	18mins	7hrs 42mins
28-WED	8:06	12:04	12:47	5:13	6mins	7hrs 54mins
29-THU						VL
30-FRI						Holiday
31-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.

  
**FE M. GABUNADA**

VERIFIED as to prescribed office hours

  
**DHENBER C. LUSANTA**

Department Head  
 Farm Resource Management Institute

ate Generated: Jan/11/2023 04:16:33

Philippines

UNIVERSITY

7, Leyte

Stamp of Date of Receipt

OR LEAVE

First)	(Middle)
<b>Macavinta</b>	
	5. SALARY (Monthly)

**PLICATION**

## DETAILS OF LEAVE:

ase of vacation/Special Privilege leave:

Within the Philippines :

Abroad (Pls. Specify) :

ase of Sick leave:

In Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

ase of Special Leave Benefits for Women:  
 Specify Illness)

ase of Study leave:

BAR/Board Examination Review

Completion of Master's Degree

Completion of Doctorate Degree

Completion of PHD Degree

er purpose:

Monetization of Leave Credits

Terminal Leave

## COMMUTATION

Requested ☐ Not Requested

  
**GABUNADA, FE M.**

(Signature of Applicant)

## N APPLICATION

## RECOMMENDATION:

For Approval

For Disapproval due to:

  
**DHENBER C. LUSANTA**

Ecological Farm Resource & Management Institute

DISAPPROVED due to:

  
**ULIN**

nature)  
 lent