

DAILY TIME RECORD**VALENZONA, DIVINA L.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:00	12:00	1:00	5:30		Absent
2-TUE	8:00	12:05	1:00	5:45		Absent
3-WED	8:00	12:00	1:00	5:30		Absent
4-THU	8:00	12:05	1:00	5:35		Absent
5-FRI	7:00	12:00	1:00	5:10		Absent
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:00	1:00	5:35		Absent
9-TUE	8:00	12:05	1:00	7:00		Absent
10-WED	8:00	12:00	1:00	5:30		Absent
11-THU	8:00	12:05	1:00	5:35		Absent
12-FRI	7:00	12:00	1:00	5:00		Absent
13-SAT						Off
14-SUN						Off
15-MON	sick leave					Absent
16-TUE	8:00	12:05	1:00	6:30		Absent
17-WED	8:00	12:00	1:00	5:30		Absent
18-THU	8:00	12:05	1:00	5:35		Absent
19-FRI	7:00	12:00	1:00	5:10		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:40		Absent
23-TUE	8:00	12:05	1:00	6:00		Absent
24-WED	8:00	12:00	1:00	5:30		Absent
25-THU	8:00	12:05	1:00	5:35		Absent
26-FRI	7:00	12:00	1:00	5:00		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:30		Absent
30-TUE	HOLIDAY					Absent

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.


DIVINA L. VALENZONA

VERIFIED as to prescribed office hours


EUSEBIO R. LINA JR.

Department Head
 Department of Mathematics

Philippines
UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

st)	(First)	(Middle)
VALENZONA	DIVINA	LUCHAVEZ
Assistant Professor I	5. SALARY	₱ 35,575.00

APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

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


 (Signature of Applicant)

ON ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____


EUSEBIO LINA, Jr.

Head, Department of Mathematics
 (Authorized Officer)

7.D DISAPPROVED DUE TO:


E. TULIN
 ident
 d Official)