

Civil Service Form 48

DAILY TIME RECORD **CALUNANGAN, FE C.**

(NAME)

For the month of
November 1 - 30, 2022

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:09	12:11	12:13	5:04	9mins	7hrs 51mins
3-THU	7:53	12:28	12:29	5:08		8hrs
4-FRI	7:54	12:04	12:05	5:08		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:56	12:05	12:08	5:04		8hrs
8-TUE	7:55	12:33	12:34	5:01		8hrs
9-WED	7:58	12:33	12:34	5:05		8hrs
10-THU	7:48	12:39	12:40	5:07		8hrs
11-FRI	7:54	12:39	12:40	5:11		8hrs
12-SAT	8:25	12:35	12:36	5:04		8hrs 38mins
13-SUN						Off
14-MON	7:56	12:38	12:40	5:10		8hrs
15-TUE	7:54	12:05	12:07	5:05		8hrs
16-WED	7:53	12:32	12:34	5:15		8hrs
17-THU	7:58	12:57	12:57	5:05		8hrs
18-FRI	8:06	12:54	12:00	5:04	3hrs 54mins	11hrs 54mins SUSPENDED 12:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:58	12:26	12:27	5:02		8hrs
22-TUE	7:56	12:31	12:34	5:06		8hrs
23-WED	7:54	12:12	12:16	5:00		8hrs
24-THU	7:55	12:10	12:12	5:35		8hrs
25-FRI						FL
26-SAT						Off
27-SUN						Off
28-MON	7:51	12:19	12:21	5:18		8hrs
29-TUE	7:57	12:25	12:26	5:05		8hrs
30-WED						Holiday

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 C. Calunangan
FE C. CALUNANGAN

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN
QUEEN-EVER Y. ATUPAN
Department Head
Office of the Cashier

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Stamp of Date of Receipt

R LEAVE

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(Middle)

Cruza

5. SALARY (Monthly)

IV

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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:

ecify illness)

ase of Study leave:

BAR/Board Examination Review

Completion of Master's Degree

Completion of Doctorate Degree

Completion of PHD Degree

her purpose:

1 Monetization of Leave Credits

1 Terminal Leave

1 COMMUTATION

☒ Requested ☐ Not Requested

FE C. Calunangan
CALUNANGAN, FE C.

(Signature of Applicant)

1 APPLICATION

1 RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

QUEEN-EVER Y. ATUPAN
QUEEN-EVER Y. ATUPAN
Office of the Cashier

1 d DISAPPROVED due to:

FE C. Calunangan
FE C. CALUNANGAN

(Signature)
ident