

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

(NAME)

For the month of


March 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:58	12:12	12:21	5:19		8hrs
2-THU	7:44	12:08	12:40	5:26		8hrs
3-FRI	7:52	12:06	12:36	5:41		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:15	1:01	5:25	1min	7hrs 59mins
7-TUE	7:56	12:08	12:36	5:16		8hrs
8-WED	8:00	12:02	12:30	7:30		8hrs
9-THU	8:03	12:06	12:47	5:22	3mins	7hrs 57mins
10-FRI	7:57	12:04	12:40	5:14		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:07	12:33	5:14		8hrs
14-TUE	8:00	12:14	12:36	5:33		8hrs
15-WED	8:04	12:11	12:33	5:22	4mins	7hrs 56mins
16-THU	8:01	12:06	12:43	5:26	1min	7hrs 59mins
17-FRI	8:04	12:10	12:31	5:16	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:05	12:49	5:27		8hrs
21-TUE	8:03	12:10	12:37	5:16	3mins	7hrs 57mins
22-WED	8:05	12:06	12:16	5:18	5mins	7hrs 55mins
23-THU	7:49	12:06	12:48	6:00		8hrs
24-FRI	8:02	12:09	12:49	5:13	2mins	7hrs 58mins
25-SAT						Off
26-SUN						Off
27-MON	7:56	12:08	12:50	6:58		8hrs
28-TUE	8:05	12:06	12:55	5:14	5mins	7hrs 55mins
29-WED	8:01	12:05	12:38	5:09	1min	7hrs 59mins
30-THU	8:03	12:07	12:51	5:10	3mins	7hrs 57mins
31-FRI						FL

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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

 Department Head
 Department of Agronomy

he Philippines

TE UNIVERSITY


y City, Leyte

Stamp of Date of Receipt

ON FOR LEAVE

(First)	(Middle)
Berta	Catingan
5. SALARY (Monthly)	
ssor IV	

F 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"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree 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  RATILLA, BERTA C. (Signature of Applicant)
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ON ON APPLICATION

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:
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E. TULIN
 and Signature)
 President