

**DAILY TIME RECORD**  
**MASKARIÑO, MARY ANN L.**  
(NAME)

For the month of  
May 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	6:46	12:01	12:58	5:07		8hrs
3-FRI	7:20	12:07	12:31	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE	6:38	12:09	12:53	5:06		8hrs
8-WED	7:37	12:05	12:55	5:10		8hrs
9-THU	7:00	12:02	12:54	5:10		8hrs
10-FRI	7:45	12:17	12:43	5:06		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:39	12:01	12:56	5:19		8hrs
14-TUE	6:45	12:07	12:32	5:19		8hrs
15-WED	7:08	12:00	12:54	5:05		8hrs
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON	7:35	12:03	12:35	5:09		9hrs 2mins
21-TUE	7:18	12:25	12:26	5:00		9hrs 41mins
22-WED	6:58	12:25	12:25	5:20		10hrs 22mins
23-THU	7:26	12:09	12:09	5:00		9hrs 34mins
24-FRI	7:16	12:16	12:17	5:03		9hrs 46mins
25-SAT						Off
26-SUN						Off
27-MON	7:21	12:27	12:29	5:10		8hrs
28-TUE	7:57	12:24	12:24	5:24		8hrs
29-WED						FL
30-THU						FL
31-FRI	7:12	12:23	12:50	5:01		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.

  
**MARY ANN L. MASKARIÑO**

VERIFIED as to prescribed office hours

**DIONESIO M. BAÑOC**  
Department Head  
Department of Agronomy

Date Generated: Jun/13/2024 04:58:13

Philippines

**UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>MARY ANN</b>	<b>LIMBASAN</b>
	5. SALARY (Monthly)
or II	

**APPLICATION****6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women:  
(Specify Illness)

In case of Study leave:


- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

  
**MASKARIÑO, MARY ANN L.**  
(Signature of Applicant)

**ON APPLICATION****7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

**DIONESIO M. BAÑOC**  
Department of Agronomy

d DISAPPROVED due to:

(EPES

gnature)  
dent