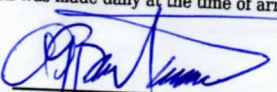


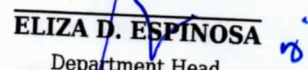
DAILY TIME RECORD**BASTASA, ARTURO S.**
(NAME)For the month of
October 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	6:45	12:07	12:29	5:38		8hrs
4-TUE	6:38				8hrs	
5-WED	6:41	12:04	12:30	5:42		8hrs
6-THU	6:21	12:18	12:53	6:13		8hrs
7-FRI	6:58	12:00	12:48		4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON	6:01	12:00	12:39	5:37		8hrs
11-TUE	7:40	12:05	12:52	5:56		8hrs
12-WED	8:00	12:00	12:40	5:11		8hrs
13-THU	7:47	12:02	12:25	5:20		8hrs
14-FRI	8:30	12:05	12:45	5:53	30mins	7hrs 30mins
15-SAT						Off
16-SUN						Off
17-MON	8:06	12:11	12:15	5:18	6mins	7hrs 54mins
18-TUE	8:02	12:17	12:55	5:14	2mins	7hrs 58mins
19-WED	8:03	12:00	12:42	5:15	3mins	7hrs 57mins
20-THU						Holiday
21-FRI	7:08	12:00	12:27	5:31		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:04	12:00	12:10	6:06		8hrs
25-TUE	7:06	12:01	12:51	5:15		8hrs
26-WED	7:57	12:06	12:19	5:27		8hrs
27-THU	7:09	12:00	12:50	5:38		8hrs
28-FRI	8:06	12:26	1:00	5:00	6mins	7hrs 54mins SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.

Generated: Nov/08/2022 01:05:58

Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Arturo	Sumaria
5. SALARY (Monthly)	
5. SALARY (Monthly)	

5. SALARY (Monthly)

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) : Home

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

In case of Study leave:

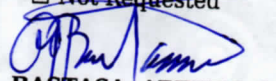
- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

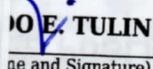
- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested


BASTASA, ARTURO S.
 (Signature of Applicant)
RECOMMENDATION ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:


ELIZA D. ESPINOSA
 Institute of Tropical Ecology & Envi. Mgmt.
7.d DISAPPROVED due to:

JOE E. TULIN
 (Name and Signature)
 City President