

DAILY TIME RECORD

Jane M. Abapo
(Name)

For the month of: April 2022

Official hours for arrival and departure 8-12
1-5

Regular days _____
Saturdays _____

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	7:59	12:04	12:48	5:00		
2	S					
3						
4	7:30	12:08	12:41	5:00		
5	7:31	12:06	12:47	5:00		
6	7:45	12:10	12:48	5:03		
7	7:34	12:09	12:44	5:04		
8	7:19	12:12	12:49	5:02		
9	S					
10						
11						
12	work suspended due to system again					
13						
14	Holy Thursday - Holiday					
15	Good Friday - Holiday					
16						
17	S					
18	7:20	12:12	12:48	5:00		
19	7:43	12:04	12:41	5:00		
20	7:31	12:12	12:49	5:08		
21	7:40	12:00	12:44	5:01		
22	7:22	12:11	12:46	5:04		
23						
24	S					
25	7:45	12:08	12:47	5:00		
26	7:40	12:09	12:49	5:10		
27	Calamity leave					
28	7:30	12:09	12:49	5:00		
29	7:41	12:04	12:46	5:00		
30	S					
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

Jane M. Abapo

VERIFIED as to the prescribed office hours.

In - Charge

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
PO JANE	M.
b. Technician II	

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

JANE M. ABAPO

(Signature of Applicant)

NON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

TULIN

nt

Official)