


DAILY TIME RECORD**BENITEZ, CECILIO M.**

(NAME)

For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:47	12:01	12:54	5:02		8hrs
2-FRI	7:59	12:04	12:38	5:00		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:40	12:03	12:43	5:00		8hrs
6-TUE	7:53	12:07	12:47	5:00		8hrs
7-WED						SL
8-THU						Holiday
9-FRI	7:50	12:02	12:41	5:20		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:57	12:00	12:08	5:01		8hrs
13-TUE	7:55	12:04	12:43	5:01		8hrs
14-WED	7:49	12:00	12:51	5:02		8hrs
15-THU	8:03	12:35	12:40	5:00	3mins	7hrs 57mins
16-FRI	7:58	12:00	1:00	5:00		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:01	12:00	12:30	5:00	1min	7hrs 59mins
20-TUE	8:01	12:00	12:45	5:00	1min	7hrs 59mins
21-WED			12:33	5:00	4hrs	4hrs
22-THU	7:59	12:00	12:08	5:00		8hrs
23-FRI						Absent
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED						FL
29-THU						FL
30-FRI						Holiday
31-SAT						Off

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.


CECILIO M. BENITEZ

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.



Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Cecilio	Monterola
5. SALARY (Monthly)	
ive Aide I	
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 checked="" type="checkbox"/> Out Patient (Pls. Specify) : HOME 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 <p style="text-align: center;"> BENITEZ, CECILIO M. (Signature of Applicant)</p>	
ON APPLICATION	
7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <p style="text-align: center;"> ELIZA D. ESPINOSA Institute of Tropical Ecology & Envi. Mgmt.</p>	
7.d DISAPPROVED due to:	
E. TULIN (and Signature) President	