

# **DAILY TIME RECORD** **CUSTODIO, IAN DAVE B.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE						VL
3-WED						VL
4-THU	7:48	12:02	12:15	5:17		8hrs
5-FRI	8:00	12:05	12:28	5:30		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:49	12:09	12:51	5:14		8hrs
9-TUE	7:50	12:06	12:55	5:18		8hrs
10-WED	7:58	12:02	12:11	5:17		8hrs
11-THU	7:56	12:11	12:21	5:05		8hrs
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON	7:46	12:02	12:55	5:13		8hrs
16-TUE	7:48	12:01	12:56	5:03		8hrs
17-WED	7:54	12:00	12:07	5:09		8hrs
18-THU	7:51	12:02	12:07	5:04		8hrs
19-FRI	7:54	12:00	12:06	5:08		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:54	12:51	12:59	5:08		8hrs
23-TUE	7:57	12:54	1:00	5:06		8hrs
24-WED	7:59	12:03	12:17	6:45		8hrs
25-THU	7:54	12:53	1:00	5:10		8hrs
26-FRI	7:56	12:47	12:58	5:30		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:51	12:00	12:11	5:13		8hrs
30-TUE	7:54	12:50	1:00	5:06		8hrs
31-WED	7:22	12:00	12:05	5:28		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.

**IAN DAVE B. CUSTODIO**

VERIFIED as to prescribed office hours

**ZYRA MAY H. CENTINO**

Department Head  
Department of Economics

f the Philippines

**STATE UNIVERSITY**  
Ibaya City, Leyte

Stamp of Date of Receipt

## **ION FOR LEAVE**

(First)	(Middle)
<b>Ian Dave</b>	<b>Baco</b>
5. SALARY (Monthly)	
structor I	

## **OF APPLICATION**

292)	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input checked="" type="checkbox"/> Within the Philippines : <u>Ormoc</u></p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p><b>CUSTODIO, IAN DAVE B.</b></p> <p>(Signature of Applicant)</p>

## **ION ON APPLICATION**

7e	<p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p><b>ZYRA MAY H. CENTINO</b></p> <p>Department of Economics</p>
	<p>7.d DISAPPROVED due to:</p> <p><b>LESLIE S. TAN</b></p> <p>(Name and Signature)  City President</p>