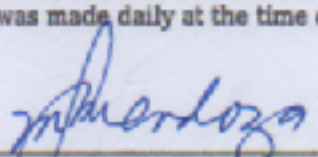


DAILY TIME RECORD **MENDOZA, MA. MELISSA F.** (NAME)

For the month of
November 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:56	12:19	12:24	5:34	56mins	7hrs 4mins
3-THU	7:57	12:13	12:14	5:31		8hrs
4-FRI	8:13	12:09	12:12	5:31	13mins	7hrs 47mins
5-SAT	9:28	12:09	1:03	5:13		6hrs 51mins
6-SUN						Off
7-MON	8:09	12:11	12:13	5:31	9mins	7hrs 51mins
8-TUE	7:55	12:59	12:59	5:24		8hrs
9-WED	7:50	12:05	12:31	5:14		8hrs
10-THU	7:50	12:15	12:44	5:28		8hrs
11-FRI	8:09	12:51	12:53	5:27	9mins	7hrs 51mins
12-SAT	10:07	12:55	10:07	5:03		2hrs 48mins
13-SUN						Off
14-MON	8:01	12:07	12:09	5:42	1min	7hrs 59mins
15-TUE	8:06	12:09	12:11	5:24	6mins	7hrs 54mins
16-WED	7:50	12:05	12:07	5:29		8hrs
17-THU	7:59	12:28	12:30	5:16		8hrs
18-FRI	8:04	12:43	12:00	7:00	4mins	7hrs 56mins SUSPENDED 12:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON						SL
22-TUE						SL
23-WED						SL
24-THU						SL
25-FRI						SL
26-SAT	9:53	12:47	12:51	5:25		7hrs 28mins
27-SUN						Off
28-MON	8:00	12:21	12:32	5:19		8hrs
29-TUE	8:12	12:21	12:26	5:27	12mins	7hrs 48mins
30-WED						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.


MA. MELISSA F. MENDOZA

VERIFIED as to prescribed office hours


QUEEN-EVERY Y. ATUPAN

Department Head
Office of the Cashier

ate Generated: Jan/06/2023 10:52:39

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)
DOZA MA. MELISSA FLORES

Side IV 5. SALARY _____

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:

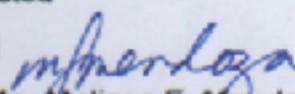
Monetization of Leave Credits

Terminal Leave

6.D COMMUTATION

Not Requested

Requested


Ma. Melissa F. Mendoza

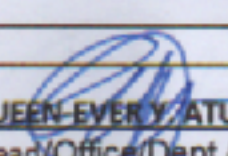
(Signature of Applicant)

ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____


QUEEN-EVERY Y. ATUPAN

Head/Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

E. TULIN

lent

Official)