

Civil Service Form No. 49

DAILY TIME RECORD

Jane H. Abaga

(NAME)

For the month of February 2002

Official hours for arrival 8:12 (Regular days: _____)

And Departure 1:15 (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Holiday					
2	7:10	12:04	12:58	5:00		
3	Leave					
4	7:42	12:03	12:56	5:00		
5	S					
6						
7	7:40	12:06	12:53	pass trip		
8	7:48	12:02	12:56	5:00		
9	7:57	12:01	12:58	5:00		
10	7:50	12:00	12:53	5:02		
11	7:46	12:03	12:56	5:00		
12	S					
13						
14	7:45	12:00	12:52	5:00		
15	7:41	12:02	12:57	5:00		
16	8:00	12:01	12:53	5:00		
17	7:24	12:04	12:56	5:00		
18	7:07	12:06	12:54	5:00		
19	S					
20						
21	7:26	12:20	12:54	5:00		
22	7:24	12:00	12:46	5:00		
23	8:00	12:04	12:56	5:00		
24	7:33	12:02	12:59	5:00		
25	Holiday					
26	S					
27						
28	SLP					
29						
30						
31						

TOTAL

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

VERIFIED as to the prescribed office hours

In-Charge

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ERSITY
eyle

Stamp of Date of Receipt

R-01

R LEAVE

(First)

(Middle)

JANE

M.

h D

5. SALARY

LOCATION

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

D. COMMUTATION

Not Requested

Requested



(Signature of Applicant)

ON APPLICATION

B. RECOMMENDATION

For approval

For disapproval due to


 ELIZABETH S. QUEVEDO

 Office/Dept./Unit
 (Authorized Officer)

D. DISAPPROVED DUE TO:

ULIN

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