

Civil Service Form 48

DAILY TIME RECORD**VILLOCINO, ANDREO P.**

(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						FL
3-WED	8:02	12:51	12:53	5:11	2mins	7hrs 58mins
4-THU	8:00	12:07	12:10	5:00		8hrs
5-FRI	7:53	12:02	12:05	5:09		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:39	12:30	12:32	5:05		8hrs
9-TUE	7:58	12:50	12:52	5:05		8hrs
10-WED	8:00	12:53	12:56	5:21		8hrs
11-THU	7:53	12:44	12:46	5:10		8hrs
12-FRI	7:46	12:54	12:56	5:07		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:46	12:00	12:50	5:00		8hrs
16-TUE	7:55	12:50	12:52	5:00		8hrs
17-WED	7:59	12:42	12:43	5:10		8hrs
18-THU						FL
19-FRI						OB
20-SAT						Off
21-SUN						Off
22-MON	7:57	12:54	12:56	5:01		8hrs
23-TUE	8:01	12:48	12:49	5:10	1min	7hrs 59mins
24-WED	7:58	12:57	12:58	5:04		8hrs
25-THU	7:57	12:50	1:00	5:00		8hrs
26-FRI	7:57	12:04	12:06	5:23		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:44	12:07	12:09	5:02		8hrs
30-TUE						SL
31-WED	8:01	12:41	12:52	5:01	1min	7hrs 59mins

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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

LUZ G. ASIODepartment Head
Department of Agronomy

of the Philippines

STATE UNIVERSITY

Bay City, Leyte

Stamp of Date of Receipt

ION FOR LEAVE

First)

(Middle)

andreo**Palapar**

5. SALARY (Monthly)

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OF APPLICATION**DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : Brgy. Gabas, Baybay City, Leyte

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

COMMUTATION

- ☒ Requested ☐ Not Requested

VILLOCINO, ANDREO P.

(Signature of Applicant)

ON ON APPLICATION**RECOMMENDATION:**

For Approval

For Disapproval due to:

LUZ G. ASIO

Department of Agronomy

DISAPPROVED due to:

G. YEPES(Signature)
resident