

DAILY TIME RECORD **INSIK, MARIA ROBELYN A.** (NAME)

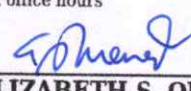
For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:39	12:15	12:16	5:55		8hrs
2-TUE	7:08	12:45	12:45	5:07		8hrs
3-WED	8:19	12:06	1:02	5:12	3mins	7hrs 57mins
4-THU	8:05	12:00	1:19	5:25		8hrs
5-FRI	8:19	12:24	12:50	5:10		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:20	12:20	12:21	5:03		8hrs
9-TUE			12:31	5:12	3hrs 19mins	4hrs 41mins
10-WED	8:21	12:29	12:56	5:07		8hrs
11-THU	9:08	12:15	12:16	5:10		8hrs
12-FRI	8:20	12:32	12:59	5:01		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:17	12:41	12:54	5:02		8hrs
16-TUE	8:14	12:31	12:40	5:08		8hrs
17-WED	8:20	1:00	1:00	5:02		8hrs
18-THU	8:21	12:23	12:33	5:04		8hrs
19-FRI	8:17	12:26	12:53	5:05		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:09	12:43	12:44	5:06		8hrs
23-TUE	8:24	12:21	12:43	5:20		8hrs
24-WED	8:24	12:26	12:28	5:20		8hrs
25-THU	8:08	12:29	12:33	5:02		8hrs
26-FRI	8:18	12:41	12:55	5:03		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:55	12:00	12:35	5:08		8hrs
31-WED	8:27	12:31	12:37	5:01		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.


MARIA ROBELYN A. INSIK

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

Philippines

UNIVERSITY
y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Maria Robelyn	Aureo
5. SALARY (Monthly)	
Factor I	

APPLICATION

6.b 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) :

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

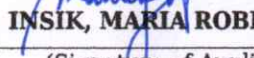
- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

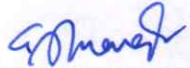
☒ Requested ☐ Not Requested


INSIK, MARIA ROBELYN A.
(Signature of Applicant)

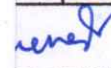
ON APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:


ELIZABETH S. QUEVEDO
Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:


E. TULIN
and Signature)
President