

Civil Service Form 48

DAILY TIME RECORD **VALDEVIESO, GELBERTO P.**

(NAME)

For the month of
September 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						OB
2-SAT						OB
3-SUN						OB
4-MON						OB
5-TUE						SL
6-WED	7:52	12:00	12:02	5:03		8hrs
7-THU	7:36	12:00	12:19	5:01		8hrs
8-FRI	8:05	12:02	12:30	5:00	5mins	7hrs 55mins
9-SAT						Off
10-SUN						Off
11-MON	7:58	12:03	12:12	5:02		8hrs
12-TUE	8:09	12:16	12:23	5:00	9mins	7hrs 51mins
13-WED	8:06	12:00	12:08	5:08	6mins	7hrs 54mins
14-THU	8:00	12:02	12:11	5:01		8hrs
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON	8:05	12:00	12:03	5:01	5mins	7hrs 55mins
19-TUE						2023 INTRAMURAL GAMES
20-WED						2023 INTRAMURAL GAMES
21-THU						2023 INTRAMURAL GAMES
22-FRI						OB
23-SAT						Off
24-SUN						OB
25-MON	7:57	12:08	12:18	3:31		6hrs 31mins SUSPENDED 3:00 pm 11:59 pm
26-TUE	8:09	12:03	12:21	5:01	9mins	7hrs 51mins
27-WED						OB
28-THU						OB
29-FRI	8:00	12:30	12:32	5:01		8hrs
30-SAT						OB

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.


GELBERTO P. VALDEVIESO

VERIFIED as to prescribed office hours

JEROME O. ARRIBADO

Department Head
Farm Resource Management Institute

Date Generated: Oct/04/2023 04:54:51

Philippines

UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	
Last Name (Last)		First Name (First)		Middle Name (Middle)	

APPLICATION

DETAILS OF LEAVE:

Use of vacation/Special Privilege leave:

Within the Philippines :

Abroad (Pls. Specify) :

Use of Sick leave:

In Hospital (Pls. Specify) :

Out Patient (Pls. Specify) : At home

Use of Special Leave Benefits for Women:

Maternity Leave

Use 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


VALDEVIESO, GELBERTO P.

(Signature of Applicant)

OPINION ON APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:


JEROME O. ARRIBADO

Ecological Farm & Resource Management Institute

DISAPPROVED due to:


E. TULIN

(and Signature)

President