

Civil Service Form 48

DAILY TIME RECORD **BAÑOC, DIONESIO M.** (NAME)


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	6:59	12:26	12:37	5:10		8hrs
2-FRI	7:32	12:36	12:48	5:13		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:30	12:03	12:38	5:12		8hrs
6-TUE	7:09	12:04	12:21	5:24		8hrs
7-WED	6:39	12:07	12:13	5:03		8hrs
8-THU						Holiday
9-FRI	7:49	12:03	12:21	5:07		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:43	12:41	12:45	5:17		8hrs
13-TUE	7:45	12:01	12:12	5:07		8hrs
14-WED	6:52	12:23	12:24	6:58		8hrs
15-THU	6:55	12:21	12:23	5:24		8hrs
16-FRI	7:47	12:14	12:25	5:23		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:54	12:35	12:50	5:09		8hrs
20-TUE	7:55	12:21	12:25	5:01		8hrs
21-WED	7:48	12:08	12:36	5:01		8hrs
22-THU						FL
23-FRI						SL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED						FL
29-THU						FL
30-FRI						Holiday
31-SAT						Off

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.


DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS
 Department Head
 Department of Agronomy

e Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)	(Middle)
Dionesio	Maglahus
5. SALARY (Monthly)	
ssor III	

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:

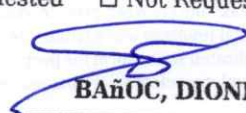
☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION


☒ Requested ☐ Not Requested


BAÑOC, DIONESIO M.
 (Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval
☐ For Disapproval due to:


RUTH O. ESCASINAS
 Department of Agronomy

7.d DISAPPROVED due to:

TULIN

(Signature)
 resident