

Civil Service Form 48

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

For the month of

May 1 - 31, 2024Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:06	12:31	12:31	6:03		8hrs
3-FRI	7:47	12:05	12:09	5:11		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:51	12:26	12:27	5:43		8hrs
7-TUE	7:00	12:25	12:27	5:03		8hrs
8-WED	7:36	12:09	12:13	5:37		8hrs
9-THU	7:00	12:02	12:03	6:13		8hrs
10-FRI	7:51	12:01	12:29	5:30		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:44	12:20	12:22	5:30		8hrs
14-TUE						CDO
15-WED						CDO
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON	7:46	12:08	12:10	5:30		9hrs 42mins
21-TUE	7:50	12:12	12:12	5:19		9hrs 29mins
22-WED	7:41	12:02	12:14	5:20		9hrs 27mins
23-THU	7:53	12:16	12:17	5:20		9hrs 26mins
24-FRI	7:41	12:14	12:16	5:10		9hrs 27mins
25-SAT						Off
26-SUN						Off
27-MON	7:54	12:12	12:12	5:01		8hrs
28-TUE	7:55	12:20	12:22	5:02		8hrs
29-WED	7:47	12:04	12:14	5:00		8hrs
30-THU	7:57	12:01	12:03	5:00		8hrs
31-FRI	7:52	12:01	12:10	5:02		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.

DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

VICTOR B. ASIODepartment Head
Department of Agronomy

Date Generated: Aug/06/2024 11:11:58

the Philippines

TE UNIVERSITY

y City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)

(Middle)

Dionesio**Maglahus**

5. SALARY (Monthly)

essor 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:

VICTOR B. ASIO

College of Agricultural & Food Science

7.d DISAPPROVED due to:**G. YEPES**nd Signature)
resident