

Civil Service Form 48

DAILY TIME RECORD**APAS, THELMA P.**
(NAME)For the month of
October 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:01	12:00	12:46	5:00	1min	7hrs 59mins
4-TUE	8:21	12:05	12:31	5:05	21mins	7hrs 39mins
5-WED	8:09	12:48	12:49	5:01	9mins	7hrs 51mins
6-THU	8:06	12:02	12:47	5:03	6mins	7hrs 54mins
7-FRI	8:18	12:00	12:25	5:00	18mins	7hrs 42mins
8-SAT						Off
9-SUN						Off
10-MON	8:04	12:01	12:49	5:02	4mins	7hrs 56mins
11-TUE	8:20	12:21	12:21	5:00	20mins	7hrs 40mins
12-WED	8:12	12:06	12:52	5:00	12mins	7hrs 48mins
13-THU	8:16	12:11	12:47	5:01	16mins	7hrs 44mins
14-FRI	8:00	12:02	12:37	5:00		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:02	12:00	12:23	5:00	2mins	7hrs 58mins
18-TUE	8:00	12:05	12:27	5:00		8hrs
19-WED	8:43	12:05	1:00	5:00	43mins	7hrs 17mins
20-THU						Holiday
21-FRI						SPL
22-SAT						Off
23-SUN						Off
24-MON	8:05	12:07	5:04	5:04	4hrs 5mins	3hrs 55mins
25-TUE	8:25	12:05	12:24	5:00	25mins	7hrs 35mins
26-WED	8:14	12:28	12:29	5:01	14mins	7hrs 46mins
27-THU	8:17	12:19	12:30	5:03	17mins	7hrs 43mins
28-FRI						SPL
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.


THELMA P. APAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDODepartment Head
Department of Pure and Applied Chemistry

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Stamp of Date of Receipt

LEAVE

(First)

(Middle)

Thelma

Polo

5. SALARY (Monthly)

Aide VI

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6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : in Baybay attend reunion
☐ 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


APAS, THELMA P.

(Signature of Applicant)

N APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:


ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:

ULIN

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