

DAILY TIME RECORD**GORRE, ELVIRA B.**
(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	7:51	12:19	12:45	6:00		8hrs
2-TUE	7:48	12:15	12:48	6:20		8hrs
3-WED	7:57	12:36	12:49	5:17		8hrs
4-THU	7:49	12:14	12:46	5:10		8hrs
5-FRI	8:03	12:06	12:52	5:48	3mins	7hrs 57mins
6-SAT						Off
7-SUN						Off
8-MON	7:52	12:16	12:58	5:10		8hrs
9-TUE	7:48	12:06	12:44	5:47		8hrs
10-WED	8:03	12:31	12:51	5:13	3mins	7hrs 57mins
11-THU	7:52	12:33	12:46	5:58		8hrs
12-FRI	7:47	12:00	1:00	5:18		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:02	12:10	12:53	5:05	2mins	7hrs 58mins
16-TUE	7:56	12:11	12:52	5:11		8hrs
17-WED						FL
18-THU	8:00	12:04	12:46	5:24		8hrs
19-FRI	7:58	12:08	12:41	5:31		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:55	12:14	12:50	5:22		8hrs
23-TUE	7:57	12:12	12:50	5:11		8hrs
24-WED	7:58	12:01	12:30	5:11		8hrs
25-THU	7:51	12:02	12:29	5:44		8hrs
26-FRI	8:08	12:19	12:48	5:25	8mins	7hrs 52mins
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:52	12:10	12:46	5:40		8hrs
31-WED	7:46	12:10	12:48	5:47		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.


ELVIRA B. GORRE

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSADepartment Head
Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Sep/09/2022 02:43:42

Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
ELVIRA	BULAWAN
5. SALARY (Monthly)	
ve Assistant II	
APPLICATION	
to Circular	6.b DETAILS OF LEAVE:
iver	<p>In case of vacation/Special Privilege leave:</p> <p><input type="checkbox"/> Within the Philippines :</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
6.d COMMUTATION	
<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
GORRE, ELVIRA B. (Signature of Applicant)	
ON ON APPLICATION	
ave	7.b RECOMMENDATION:
0	<input checked="" type="checkbox"/> For Approval
00	<input type="checkbox"/> For Disapproval due to:
ELIZA D. ESPINOSA Institute of Tropical Ecology & Envi. Mgmt.	
7.d DISAPPROVED due to:	
D E TULIN e and Signature) y President	