

**DAILY TIME RECORD****BENITEZ, CECILIO M.**

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM


ANNEX A

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						SPL
2-THU	Sl 1/2 day		12:45	5:01	4hrs	4hrs
3-FRI	7:51	12:02	12:48	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:53	12:00	12:33	5:00		8hrs
7-TUE	7:57	12:00	12:32	5:07		8hrs
8-WED	8:00	12:08	1:00	5:02		8hrs
9-THU	8:00	12:00	12:30	5:03		8hrs
10-FRI	8:00	12:01	12:34	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:00	12:46	5:02		8hrs
14-TUE						SL
15-WED	7:57	12:01	12:42	5:03		8hrs
16-THU	7:58	12:02	12:25	5:00		8hrs
17-FRI	7:58	12:12	12:49	5:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:04	12:43	5:01		8hrs
21-TUE	7:59	12:02	12:30	5:00		8hrs
22-WED	8:00	12:11	12:35	5:01		8hrs
23-THU	7:59	12:01	12:39	5:02		8hrs
24-FRI	7:53	12:01	12:48	5:01		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:53	12:03	12:41	5:01		8hrs
28-TUE	7:59	12:09	12:37	5:02		8hrs
29-WED	7:57	12:04	12:31	5:02		8hrs
30-THU	7:55	12:08	12:28	5:01		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 and departure from office.

  
**CECILIO M. BENITEZ**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**  
 Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Jul/01/2022 10:48:00

7.c APPROVED FOR:

\_\_\_\_ day(s) with pay \_\_\_\_ day(s) without pay

Others (Specify):

Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)

(Middle)

**Cecilio**

**Monterola**

5. SALARY (Monthly)

6. **Leave**

**APPLICATION**

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

☒ Within the Philippines : home

☐ 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:

☐ Completion of Master's Degree

☐ BAR/Board Examination Review


Other purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

6.d COMMUTATION

☒ Requested ☐ Not Requested

  
**BENITEZ, CECILIO M.**

(Signature of Applicant)

**ON APPLICATION**

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

  
**ELIZA D. ESPINOSA**

Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to: