

Civil Service Form 48

DAILY TIME RECORD**BAÑOC, DIONESIO M.**

(NAME)

For the month of

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:43	12:03	12:04	5:12		8hrs
3-TUE	6:59	12:04	12:06	5:14		8hrs
4-WED	7:53	12:06	12:12	5:23		8hrs
5-THU	7:48	12:07	12:10	5:24		8hrs
6-FRI	7:02	12:01	12:14	5:04		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:53	12:08	12:15	5:05		9hrs 5mins
10-TUE	7:55	12:40	12:41	5:16		9hrs 20mins
11-WED	7:56	12:07	12:08	5:12		9hrs 15mins
12-THU	7:51	12:41	12:41	5:26		9hrs 35mins
13-FRI	6:08	6:08	12:06	5:05	3hrs 1min	4hrs 59mins
14-SAT						Off
15-SUN						Off
16-MON	7:53	12:01	12:45	5:12		8hrs
17-TUE	7:59	12:22	12:22	5:14		8hrs
18-WED	7:59	12:01	12:06	5:18		8hrs
19-THU	7:54	12:08	12:21	5:01		8hrs
20-FRI						CDO
21-SAT						Off
22-SUN						Off
23-MON						CDO
24-TUE						Holiday
25-WED						Holiday
26-THU						SPL
27-FRI						SPL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						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.



DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

LUZ G. ASIODepartment Head
Department of Agronomy

Date Generated: Jan/17/2025 01:57:01

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

st)	(Middle)
nesio	Maglahus
	5. SALARY (Monthly)
VI	

APPLICATION

DETAILS OF LEAVE:

ase of vacation/Special Privilege leave:

Within the Philippines : Candadam, Baybay City Leyte

Abroad (Pls. Specify) :

ase of Sick leave:

In Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

ase of Special Leave Benefits for Women:

ecify illness)

ase of Study leave:

BAR/Board Examination Review

Completion of Master's Degree

Completion of Doctorate Degree

Completion of PHD Degree

er purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION☒ Requested ☐ Not Requested**BAÑOC, DIONESIO M.**

(Signature of Applicant)

NON APPLICATION

RECOMMENDATION:

☒ For Approval☐ For Disapproval due to:**LUZ G. ASIO**

Department of Agronomy

DISAPPROVED due to:

G. YEPESnd Signature)
President