

Civil Service Form No. 49

DAILY TIME RECORD
HELEN GRACE F. ORACION
 (NAME)

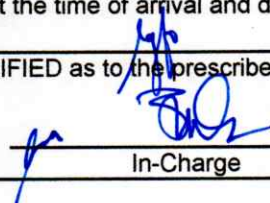
For the month of **APRIL 2022**
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:43	12:05	12:57	5:08		
2	SATURDAY					
3	SUNDAY					
4	7:31	12:00	12:47	5:07		
5	7:29	12:06	12:50	5:04		
6	7:47	12:03	12:55	5:00		
7	7:35	12:05	12:54	5:07		
8	7:39	12:05	12:49	5:08		
9	SATURDAY					
10	SUNDAY					
11						
12						
13						
14	HOLIDAY					
15	HOLIDAY					
16	SATURDAY					
17	SUNDAY					
18	7:39	12:05	12:58	5:00		
19	7:59	12:00	12:49	5:04		
20	7:26	12:00	12:48	5:00		
21	7:24	12:00	12:53	5:00		
22	7:33	12:00	12:51	5:04		
23	SATURDAY					
24	SUNDAY					
25	7:39	12:06	12:51	5:08		
26	7:52	12:04	12:58	5:00		
27	7:56	12:00	12:57	5:07		
28	7:58	12:03	12:57	5:09		
29	ON-LEAVE					
30						
31						

TOTAL

I certify on my honor that the above is a 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.

VERIFIED as to the prescribed office hours


 In-Charge

the Philippines
TE UNIVERSITY
 ay City, Leyte

Stamp of Date of Receipt

FOR LEAVE

Last (First) (Middle)

ORACION HELEN GRACE F.

Instructor 1

OF APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

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

Not Requested

Requested


HELEN GRACE F. ORACION

(Signature of Applicant)

ION ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____


ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:


E. TULIN

lent

(Official)