Civil Service Form No. 45 DAILY TIME RECORD

JO JANE D. ATOK

(Name)

For the Month of April 1-30, 2022

Official hours for arrival: Regular Day _ 8:00 ftM

and denature 5PM Saturdays

and depature 5PM Saturdays						
Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	7.53	12:00	1:00	5:15		
2. 3. 4. 5.	Saturdal	j				
3.	Sunday					
4.	7:57	12.00	1:00	5:03		
5.	7:55	12.00	1:00	5:11		
6.	7:54	12:00	1:00	5:16		
7.	7:53	12:00	1:00	5:11		
8.	7:55	la:co	1:00	5:07		
9.	Saturday					
10.	Sunday					
11.	7					
12.	Work	and class	suspens	ioni		
13.	J					
14.	Holiday					
15.	Holiday					
16.	Saturday					
17.	Sunday					
18.	7:56	12:00	1:00	5:1b		
19.	7:51	12:00	1:00	5:19		
20.	7:49	12:00	1:00	5:11		
21.	7:56	12:00	1:00	5:03		
22.	7:54	12:00	1:00	5:17		
23.	Saturday					
24.	Sunday					
25.	7:40	12:00	1:60	5:07		
26.	Calamity	leave				
27.	7:55	1a:00	1:00	5:11		
28.	7:51	12:00	1:00	5:13		-
29.	Colamity	leave				***********
30.	Saturda					
31						

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

JO JANE D. ATOK

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center

Philippines UNIVERSITY City, Leyte

Stamp of Date of Receipt

FOR LEAVE

	(First) (Middle)
	JO JANE D.
or I	5. SALARY
	LICATION
16.	B DETAILS OF LEAVE
	In case of Vacation/Special Privilege Leave:
serlidicos.	Within the Philippines
The state of the s	Abroad (Specify)
derjoi de esperante	In case of Sick Leave:
- Annual	In Hospital (Specify Illness)
Dalla Control of the	Out Patient (Specify Illness)
Protofill Printerson	In case of Special Leave Benefits for Women:
conj.(F) Impanio	(Specify Illness)
Contract Constitution	In case of Study Leave:
al cause of the ca	Completion of Master's Degree
C)-Serven	BAR/Board Examination Review
PTOSISM CO.	Other purpose:
SHIP IN A SHIP I	Monetization of Leave Credits
- Characteristics	Terminal Leave
6.1	COMMUTATION
(increased)	Not Requested
ALC: COMPANY OF THE PARTY OF TH	Requested
and the second second	
Principarous	(Signature of Applicant)
ON	APPLICATION
	RECOMMENDATION
1	For approval
	For disapproval due to
	a non enterpretable to a design and the state and the state of the sta
	ntelate
	MA. THERESA P. LORETO
	Director, ARI Center
	(Authorized Officer)
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