

DAILY TIME RECORD

JO JANE D. ATOK

(Name)

For the Month of April 1-30, 2022

Official hours for arrival: Regular Day 8:00 AM

and departure 5PM Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1.	7:53	12:00	1:00	5:15		
2.	Saturday					
3.	Sunday					
4.	7:56	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	12:00	1:00	5:07		
9.	Saturday					
10.	Sunday					
11.						
12.	Work and class suspension					
13.						
14.	Holiday					
15.	Holiday					
16.	Saturday					
17.	Sunday					
18.	7:56	12:00	1:00	5:10		
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	1:00	5:07		
26.	Calamity leave					
27.	7:55	12:00	1:00	5:11		
28.	7:51	12:00	1:00	5:13		
29.	Calamity leave					
30.	Saturday					
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 5. SALARY _____	
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 _____	
(Signature of Applicant)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval _____	
For disapproval due to _____	

MA. THERESA P. LORETO	
Director, ARI Center	
(Authorized Officer)	
D. DISAPPROVED DUE TO:	

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(ial)	