

**DAILY TIME RECORD****GORRE, ELVIRA B.**

(NAME)

For the month of

April 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	9:12			1:03		3hrs 51mins
2-SUN	11:46		11:46	5:01		
3-MON	7:44	12:06	12:56	5:35		8hrs
4-TUE	7:58	12:26	12:54	6:04		8hrs
5-WED	8:07	12:06				3hrs 53mins SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	7:47	12:12	12:47	5:49		8hrs
12-WED	7:50	12:14	12:47	6:02		8hrs
13-THU	7:50	12:17	12:48	5:11		8hrs
14-FRI	7:52	12:42	12:52	5:13		8hrs
15-SAT	9:22			5:18		
16-SUN						Off
17-MON	7:44	12:08	12:48	5:55		8hrs
18-TUE	7:52	12:05	12:48	5:05		8hrs
19-WED			1:44	7:12	4hrs 44mins	3hrs 16mins
20-THU	8:00	12:04	12:48	5:03		8hrs
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON						FL
25-TUE						FL
26-WED	8:02	12:30	12:49	5:31	2mins	7hrs 58mins
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-SUN						Off

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.

  
**ELVIRA B. GORRE**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

1 of 1



Philippines

**UNIVERSITY**

ty, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>ELVIRA</b>	<b>BULAWAN</b>
	5. SALARY (Monthly)
<b>Assistant II</b>	
<b>APPLICATION</b>	
6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :  In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :  In case of Special Leave Benefits for Women: (Specify illness)  In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <p style="text-align: center;"> <b>GORRE, ELVIRA B.</b> (Signature of Applicant)</p>	
<b>RECOMMENDATION</b>	
7.b RECOMMENDATION:  <input checked="" type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:	
<p style="text-align: center;"> <b>ELIZA D. ESPINOSA</b> Institute of Tropical Ecology &amp; Envi. Mgmt.</p>	
7.d DISAPPROVED due to:	
<p><b>TULIN</b> (Signature) resident</p>	