

Sca

Civil Service Form 48

Stamp of Date of Receipt

DAILY TIME RECORD**FLANDEZ, ARLIN B.**

(NAME)

For the month of

August 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

1. OFF

3. DAT

6.a TY

No. 18,

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Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:18	12:20	12:22	5:01		8hrs
2-TUE	7:19	12:07	12:08	5:02		8hrs
3-WED	7:20	12:18	12:20	5:00		8hrs
4-THU	7:36	12:35	12:37	5:12		8hrs
5-FRI	7:32	12:37	12:38	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE						SL
10-WED						SL
11-THU						SL
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON						VL
16-TUE						VL
17-WED						VL
18-THU						VL
19-FRI						VL
20-SAT						Off
21-SUN						Off
22-MON						VL
23-TUE						VL
24-WED						VL
25-THU						VL
26-FRI						VL
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE						SL
31-WED	7:32	12:23	12:25	5:12		8hrs

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.


ARLIN B. FLANDEZ

VERIFIED as to prescribed office hours

MARIA TERESA A. CRUZ

Department Head
Internal Audit Service Office

ate Generated: Sep/15/2022 09:40:14

(Middle)

Bravo

5. SALARY (Monthly)

AILS OF LEAVE:

of vacation/Special Privilege leave:
in the Philippines :
ad (Pls. Specify) :

of Sick leave:
ospital (Pls. Specify) :
Patient (Pls. Specify) : home

of Special Leave Benefits for Women:
/ Illness)

of Study leave:
ompletion of Master's Degree
R/Board Examination Review

urpose:
netization of Leave Credits
riminal Leave

MMUTATION

requested ☐ Not Requested


FLANDEZ, ARLIN B.

(Signature of Applicant)

CATION

COMMENDATION:

or Approval

or Disapproval due to:


MARIA TERESA A. CRUZ

Internal Audit Service Office

SAPPROVED due to: