

DAILY TIME RECORD**ESCASINAS, RUTH O.**

(NAME)

For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:08	12:07	12:46	5:09	8mins	7hrs 52mins
2-FRI	8:00	12:06	12:15	5:01		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:58	12:07	12:33	5:06		8hrs
6-TUE	8:00	12:10	12:16	5:04		8hrs
7-WED	8:03	12:07	12:24	5:13	3mins	7hrs 57mins
8-THU		Holiday				Holiday
9-FRI	8:09	12:01	12:27	5:00	9mins	7hrs 51mins
10-SAT						Off
11-SUN						Off
12-MON		SPL				SPL
13-TUE	8:02	12:14	12:32	5:01	2mins	7hrs 58mins
14-WED	8:00	12:00	1:00	6:59		8hrs
15-THU	8:05	12:12	12:23	5:00	5mins	7hrs 55mins
16-FRI	8:00	12:36	12:48	5:00		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:58	12:05	12:51	5:18		8hrs
20-TUE	7:56	12:08	12:28	5:01		8hrs
21-WED	8:07	12:00	12:32	5:01	7mins	7hrs 53mins
22-THU	7:50	12:00	1:00	5:03		8hrs
23-FRI		Forc Leave				FL
24-SAT						Off
25-SUN						Off
26-MON		Holiday				Holiday
27-TUE	8:04	12:39	12:44	5:12	4mins	7hrs 56mins
28-WED	8:00	12:25	12:30	5:04		8hrs
29-THU	8:03	12:44	12:48	5:06	3mins	7hrs 57mins
30-FRI		Holiday				Holiday
31-SAT						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.


RUTH O. ESCASINAS

VERIFIED as to prescribed office hours

VICTOR B. ASIO
 College Dean
 College of Agricultural & Food Science

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Ruth**Otaza**

5. SALARY (Monthly)

r III

APPLICATION**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women:
 (Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

☒ Requested ☐ Not Requested


ESCASINAS, RUTH O.

(Signature of Applicant)

ON ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:


VICTOR B. ASIO
 College of Agricultural & Food Science

7.d DISAPPROVED due to:**E. TULIN**

(and Signature)
 President