

DAILY TIME RECORD
TAUY, CHRISTIE CYRENE T.
(NAME)


For the month of
May 1 - 31, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						Absent
4-TUE						Absent
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						Absent
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT	8:00	12:00				Off
30-SUN						Off
31-MON						Absent

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.


CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office

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CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office



May 28, 2021



Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Ms. Chona A. Brit	May 29,, 2021	To conduct and facilitate Character Enhancement for Freshmen Via Zoom and FB Live during the Student Services Days in the New Normal
Mr. Junito A. Panonce		-do-
Ms. Mary Ann G. Cobico		-do-
Ms. Christie Cyrene T. Tauy		-do-
Ms. May Pascual		-do-
Ms. Marwen A. Castañeda		-do-
Requested by:  <u>MANOLO B. LORETO, JR.</u> Name <u>Dean of Students</u> Position <u>Office of the Dean of Students</u> Office		Approved by: <input checked="" type="checkbox"/> with pay <input type="checkbox"/> without pay  <u>REMBERTO A. PATINDOL</u> Vice President for Administration and Finance