

Civil Service Form 48

**DAILY TIME RECORD**  
**PURAY, JAILENN JANNARAIN S.**  
 (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						Off
2-SUN						Off
3-MON	8:00	12:06	12:07	5:05		8hrs
4-TUE	8:00	12:39	12:40	5:06		8hrs
5-WED						SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	7:46	12:32	12:33	5:14		8hrs
12-WED	7:18	12:18	12:19	6:00		8hrs
13-THU	8:05	12:30	12:31	5:28		8hrs
14-FRI	7:03	12:31	12:32	4:10		8hrs
15-SAT						Off
16-SUN						Off
17-MON						FL
18-TUE	8:17	12:48	12:49	6:18		8hrs
19-WED	8:00	12:09	12:10	5:09		8hrs
20-THU	7:41	12:28	12:29	5:06		8hrs
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:27	12:28	5:05		8hrs
25-TUE	8:02	12:17	12:18	6:05		8hrs
26-WED	8:28	12:49	12:51	5:29		8hrs
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.

  
**JAILENN JANNARAIN S. PURAY**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry

Date Generated: May/04/2023 09:04:23

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ERSITY

Stamp of Date of Receipt

LEAVE

st)	(Middle)
enn Jannaraine	Sabaria
	5. SALARY (Monthly)
I	

ATION

DETAILS OF LEAVE:

use of vacation/Special Privilege leave:

Within the Philippines :

Abroad (Pls. Specify) :

use of Sick leave:

n Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

use of Special Leave Benefits for Women:  
 cify Illness)

use of Study leave:

BAR/Board Examination Review

Completion of Master's Degree

Completion of Doctorate Degree

Completion of PHD Degree

er purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Requested ☐ Not Requested

  
**PURAY, JAILENN JANNARAIN S.**

(Signature of Applicant)

APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:

  
**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

DISAPPROVED due to:

N

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