

DAILY TIME RECORD**ESPINOSA, ELIZA D.**

(NAME)

For the month of

January 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE						FL
4-WED	8:40	12:07	12:52	5:30	40mins	7hrs 20mins
5-THU	8:26	12:17	12:49	5:24	26mins	7hrs 34mins
6-FRI	8:06	12:14	12:43	6:08	6mins	7hrs 54mins
7-SAT						Off
8-SUN						Off
9-MON	8:13	12:06	12:42	5:15	13mins	7hrs 47mins
10-TUE	8:19	12:01	12:46	5:00	19mins	7hrs 41mins
11-WED						FL
12-THU						FL
13-FRI						FL
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:14	12:47	5:14		8hrs
17-TUE	7:45	12:40	12:53	5:13		8hrs
18-WED	7:59	12:37	12:57	5:11		8hrs
19-THU	8:04	12:14	12:59	6:07	4mins	7hrs 56mins
20-FRI	8:10	12:05	12:43	5:09	10mins	7hrs 50mins
21-SAT						Off
22-SUN						Off
23-MON	8:04	12:05	12:48	5:01	4mins	7hrs 56mins
24-TUE	8:15	12:06	1:00	5:05	15mins	7hrs 45mins
25-WED	7:45	12:01	12:05	5:41		8hrs
26-THU	8:51	12:05	12:51	5:11	26mins	7hrs 34mins
27-FRI	8:09	12:03	12:37	5:07		8hrs
28-SAT						Off
29-SUN						Off
30-MON	8:16	12:17	12:36	5:12		8hrs
31-TUE	7:55	12:06	12:10	5:13		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.

ELIZA D. ESPINOSA

VERIFIED as to prescribed office hours

DENNIS P. PEQUE

College Dean

College of Forestry & Environmental Sciences

Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Eliza	Dadole
	5. SALARY (Monthly)
Professor 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**ESPINOSA, ELIZA D.**

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**☐ For Approval☐ For Disapproval due to:**DENNIS P. PEQUE**

College of Forestry & Environmental Sciences

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

(Signature)

President