

Civil Service Form 48

DAILY TIME RECORD **PURAY, JAILENN JANNARAIN S.**

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:04	12:41	5:03		8hrs
2-THU	7:51	12:03	12:53	5:00		8hrs
3-FRI	7:54	12:01	12:35	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:32	12:58	12:59	5:00		8hrs
7-TUE	7:53	12:15	12:25	5:02		8hrs
8-WED	7:49	12:37	12:57	5:01		8hrs
9-THU	7:58	12:04	12:33	5:02		8hrs
10-FRI	7:57	12:07	12:37	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:07	12:00	1:00	5:19		8hrs
14-TUE	7:47	12:09	12:47	5:04		8hrs
15-WED	7:58	12:02	12:34	5:01		8hrs
16-THU	7:55	12:03	12:53	5:04		8hrs
17-FRI	7:57	12:03	12:50	5:00		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Absent
21-TUE	8:14	12:42	12:43	5:48		8hrs
22-WED	8:02	12:01	12:19	5:08		8hrs
23-THU	6:34	12:01	12:58	5:19		8hrs
24-FRI	7:47	12:07	12:40	5:06		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:41	12:41	5:12		8hrs
28-TUE	8:02	12:06	12:42	5:04		8hrs
29-WED	7:58	12:02	12:32	5:02		8hrs
30-THU	7:48	12:02	12:42	5:04		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.


JAILENN JANNARAIN S. PURAY

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
 Department of Pure and Applied Chemistry

ate Generated: Jul/07/2022 10:30:32

Philippines

Stamp of Date of Receipt

UNIVERSITY

y, Leyte

FOR LEAVE

(Middle)

Jannaraine

Sabaria

5. SALARY (Monthly)

for I

APPLICATION

DETAILS OF LEAVE:

se of vacation/Special Privilege leave:

Within the Philippines :

abroad (Pls. Specify) :

se of Sick leave:

n Hospital (Pls. Specify) :

Out Patient (Pls. Specify) : Injury (Motorcycle Accident)

se of Special Leave Benefits for Women:

cify Illness)

se of Study leave:

Completion of Master's Degree

IAR/Board Examination Review

r purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Requested ☐ Not Requested


PURAY, JAILENN JANNARAIN S.

(Signature of Applicant)

ON APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:


ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

DISAPPROVED due to:

TULIN

Signature)
 sident