

Civil Service Form No. 49

DAILY TIME RECORD**Yssakhar A. Salas**

(NAME)

For the month of

December 2021

Official hours for arrival

(Regular days: _____)

And Departure

(Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:00	12:00	12:00	17:00		
2	7:59	12:00	12:50	17:00		
3	7:00	12:12	12:52	17:00		
4	Saturday					
5	Sunday					
6	8:00	12:00	12:00	17:02		
7	7:51	12:00	12:59	17:00		
8	7:00	12:00	12:00	17:01		
9	7:59	12:00	12:50	17:08		
10	7:00	12:13	12:45	17:00		
11	Saturday					
12	Sunday					
13	8:00	12:01	12:58	17:02		
14	7:50	12:00	12:58	17:00		
15	6:55	12:00	12:00	3:00		
16	TYPHOON ODETTE					
17	TYPHOON ODETTE					
18	Saturday					
19	Sunday					
20	8:00	12:01	12:58	17:02		
21	LEAVE					
22	LEAVE					
23	LEAVE					
24	LEAVE					
25	Saturday					
26	Sunday					
27	LEAVE					
28	LEAVE					
29	LEAVE					
30	HOLIDAY					
31	LEAVE					

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELIZABETH S. QUEVEDO

In-Charge

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

YSSAKHAR

A.

structor 1

APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

6.D COMMUTATION

Not Requested

Requested

YSSAKHAR A. SALAS

(Signature of Applicant)

ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

ILIN

:ial)



Total Points to be delivered during WFH (No. of days x 8 hrs) = 80


Less: Total Output Points accomplished/delivered =

Number of hours (undertime) (0)

Submitted by:


YSSAKHAR A. SALAS
Name of Employee/Faculty

Recommending Approval:


ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

MA. THERESA P. LORETO
Dean, CAS

Civil Service Form No. 49

DAILY TIME RECORD**Yssakhar A. Salas**

(NAME)

For the month of

February 2022

Official hours for arrival

(Regular days: _____)

And Departure

(Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	7:55	12:06	12:45	17:02		
3	6:59	12:04	12:49	17:03		
4	7:00	12:03	12:56	17:01		
5	Saturday					
6	Sunday					
7	7:58	12:12	12:49	17:01		
8	7:00	12:07	12:49	19:00		
9	7:59	12:12	12:52	17:00		
10	6:59	12:13	12:49	17:01		
11	6:59	12:10	12:39	17:00		
12	Saturday					
13	Sunday					
14	8:00	12:04	12:51	17:02		
15	7:00	12:00	12:51	19:00		
16	7:50	12:19	12:56	17:03		
17	6:59	12:34	12:55	17:00		
18	6:47	12:13	12:55	17:00		
19	Saturday					
20	Sunday					
21	8:00	12:10	12:39	17:04		
22	6:59	12:00	12:48	19:00		
23	8:00	12:11	12:46	17:01		
24	7:00	12:10	12:48	17:02		
25	6:55	12:11	12:45	17:01		
26	Saturday					
27	Sunday					
28	7:00	12:08	12:47	17:01		
29						
30						
31						

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELIZABETH S. QUEVEDO

In-Charge

Civil Service Form No. 49

DAILY TIME RECORD**Yssakhar A. Salas**

(NAME)

For the month of

March 2022

Official hours for arrival

(Regular days: _____)

And Departure

(Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:00	12:01	12:37	19:01		
2	7:55	12:06	12:45	17:17		
3	6:59	12:04	12:49	17:03		
4	7:00	12:03	12:56	17:01		
5	Saturday					
6	Sunday					
7	8:00	12:02	12:56	17:01		
8	7:00	12:03	12:48	19:00		
9	7:59	12:14	12:57	17:00		
10	6:59	12:13	12:49	17:03		
11	6:56	12:10	12:39	17:00		
12	Saturday					
13	Sunday					
14	7:59	12:14	12:57	17:02		
15	7:00	12:00	12:52	19:00		
16	7:44	12:19	12:56	17:03		
17	6:55	12:34	12:55	17:02		
18	6:51	12:13	12:55	17:01		
19	Saturday					
20	Sunday					
21	7:49	12:17	12:51	17:02		
22	6:59	12:09	12:49	19:00		
23	7:58	12:19	12:45	17:01		
24	6:58	12:30	12:49	17:02		
25	6:50	12:13	12:45	17:01		
26	Saturday					
27	Sunday					
28	7:48	12:19	12:47	17:04		
29	6:58	12:08	12:49	19:00		
30	7:55	12:13	12:49	17:03		
31	6:50	12:30	12:49	17:02		

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELIZABETH S. QUEVEDO

In-Charge