

DAILY TIME RECORD**CASTILLO, BONIFACIO E.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:00	11:00	1:00	5:25		
3-WED	7:00	11:05	1:00	5:10		
4-THU	7:00	11:10	1:00	5:04		
5-FRI	7:00	11:08	1:00	5:05		
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE	7:00	11:12	1:00	5:10		
10-WED	6:47	11:00	1:00	5:05		
11-THU	7:00	11:05	1:00	5:06		
12-FRI	7:00	11:10	1:00	5:10		
13-SAT	7:00	11:06	1:00	5:08		Off
14-SUN						Off
15-MON	7:00	11:06	1:00	5:08		
16-TUE	6:48	11:06	1:00	5:06		
17-WED	7:00	11:00	1:00	5:04		
18-THU	6:45	11:00	1:00	5:06		
19-FRI	7:00	11:18	1:00	5:10		
20-SAT						Off
21-SUN						Off
22-MON	7:00	11:08	1:00	5:06		
23-TUE	7:00	11:10	1:00	5:08		
24-WED	7:00	11:15	1:00	5:15		
25-THU	7:00	11:08	1:00	5:10		
26-FRI	7:00	11:08	1:00	5:10		
27-SAT						Off
28-SUN						Off
29-MON	7:00	11:10	1:00	5:10		
30-TUE						Holiday

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.


BONIFACIO E. CASTILLO

VERIFIED as to prescribed office hours


SUZETTE B. LINA

Department Head
Department of Soil Science

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)
BONIFACIO ESPERANZA
min side m 5. SALARY _____

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


(Signature of Applicant)

NOTION ON APPLICATION**7.B RECOMMENDATION**


For approval

For disapproval due to _____


SUZETTE B. LINA

(Authorized Officer)

7.D DISAPPROVED DUE TO:


DO E. TULIN
President
(Authorized Official)