

DAILY TIME RECORD
INSIK, MARIA ROBelyn A.
(NAME)

For the month of
May 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)
MARIA ROBelyn AUREO
Factor 1 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)

ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to

ELIZABETH S. QUEVEDO

Office/Dept./Unit
(Authorized Officer)

7.D DISAPPROVED DUE TO:

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:00	12:00	1:00	5:09		8hrs
3-TUE						Holiday
4-WED						Absent CALAMITY LEAVE
5-THU						Absent
6-FRI						Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent CALAMITY LEAVE
11-WED						Absent FORCED LEAVE
12-THU	8:01	12:01	12:54	5:05	1min	7hrs 59mins
13-FRI	8:07	12:05	12:39	5:01	7mins	7hrs 53mins
14-SAT						Off
15-SUN						Off
16-MON	6:48	12:02	12:26	5:03		8hrs
17-TUE	7:37	12:11	12:48	5:01		8hrs
18-WED	7:54	12:03	12:25	5:03		8hrs
19-THU	8:03	12:09	12:39	5:00	3mins	7hrs 57mins
20-FRI	8:00	12:47	12:48	5:36		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:43	12:15	12:22	5:02		8hrs
24-TUE						Absent FORCED LEAVE
25-WED	8:15	12:04	12:34	5:02	15mins	7hrs 45mins
26-THU	8:03	12:08	12:08	5:02	3mins	7hrs 57mins
27-FRI	8:16	12:07	12:34	5:05	16mins	7hrs 44mins
28-SAT						Off
29-SUN						Off
30-MON	7:52	12:06	12:38	5:02	4hrs	4hrs
31-TUE		12:08	12:44	5:08	8hrs	FIRST BOOSTER SHOT

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.

MARIA ROBelyn A. INSIK

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry