

Civil Service Form 48

DAILY TIME RECORD

CRUZ, MARIA TERESA A.

(NAME)

For the month of
November 1 - 30, 2022

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:56	12:08	12:49	5:35		8hrs
3-THU	7:53	12:04	12:35	7:08		8hrs
4-FRI	7:54	12:03	12:32	5:35		8hrs
5-SAT						Off
6-SUN						Off
7-MON						CDO
8-TUE						CDO
9-WED						FL
10-THU						FL
11-FRI						FL
12-SAT						Off
13-SUN						Off
14-MON	8:05	12:56	12:59	5:51	5mins	7hrs 55mins
15-TUE	7:58	12:03	12:49	5:35		8hrs
16-WED	8:03	12:02	12:45	6:21	3mins	7hrs 57mins
17-THU	7:54	12:01	12:51	6:09		8hrs
18-FRI	7:57		1:00	4:18	4hrs	4hrs SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:37	12:08	12:46	6:05		8hrs
22-TUE						OB
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON	7:58	12:11	12:52	5:40		8hrs
29-TUE	7:58	12:21	12:45	5:36		8hrs
30-WED						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.


MARIA TERESA A. CRUZ

VERIFIED as to prescribed office hours

ALLEN GLENNIE P. LAMBERT

Department Head
Office of the Executive Secretary

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Stamp of Date of Receipt

EAVE

(First)	(Middle)
Maria Teresa	Aco
5. SALARY (Monthly)	
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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


CRUZ, MARIA TERESA A.
(Signature of Applicant)

PLICATION

7.b RECOMMENDATION:

☒ For Approval
☐ For Disapproval due to:


ALLEN GLENNIE P. LAMBERT
Office of the President

7.d DISAPPROVED due to: