

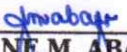
**DAILY TIME RECORD****ABAPO, JANE M.**

(NAME)

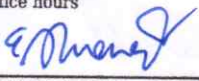
For the month of  
**August 1 - 31, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:42	12:18	12:49	5:56		8hrs
2-TUE	7:44	12:44	12:45	5:06		8hrs
3-WED	7:48	12:07	12:41	5:07		8hrs
4-THU	7:51	12:00	1:19	5:25	19mins	7hrs 41mins
5-FRI	8:00	12:38	12:38	5:09		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:32	12:00	12:45	5:09		8hrs
9-TUE						OB
10-WED	7:53	12:50	12:50	5:07		8hrs
11-THU	7:41		12:00			(VL half day)
12-FRI	7:32	12:26	12:59	5:02		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:39	12:47	12:48	5:02		8hrs
16-TUE	7:45	12:40	12:41	5:10		8hrs
17-WED	7:44	12:17	12:17	5:01		8hrs
18-THU	7:48	12:23	12:32	5:04		8hrs
19-FRI	7:46	12:28	12:57	5:06		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:39	12:11	12:52	5:06		8hrs
23-TUE	7:29	12:21	12:45	5:20		8hrs
24-WED	7:44	12:26	12:28	5:03		8hrs
25-THU	7:34	12:34	12:34	5:02		8hrs
26-FRI	7:51	12:35	12:54	5:04		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:41	12:02	12:02	5:08		8hrs
31-WED	7:37	12:16	12:44	5:02		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.

  
**JANE M. ABAPO**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry




Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

First	(Middle)
Last <b>Maderazo</b>	
5. SALARY (Monthly)	
Technician II	
<b>APPLICATION</b>	
DETAILS OF LEAVE:  case of vacation/Special Privilege leave:   Within the Philippines : <u>Attend my son's graduation rites</u>   Abroad (Pls. Specify) :  case of Sick leave:   In Hospital (Pls. Specify) :   Out Patient (Pls. Specify) :  case of Special Leave Benefits for Women: (Specify Illness)  case of Study leave:   Completion of Master's Degree   BAR/Board Examination Review  Other purpose:   Monetization of Leave Credits   Terminal Leave	
<b>COMMUTATION</b>	
<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
 <b>ABAPO, JANE M.</b> (Signature of Applicant)	
<b>ON APPLICATION</b>	
RECOMMENDATION:	
<input type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:	
 <b>ELIZABETH S. QUEVEDO</b> Department of Pure and Applied Chemistry	
DISAPPROVED due to:	
 <b>J. TULIN</b> (Signature) Resident	