

**DAILY TIME RECORD****VILLAREMO, MAREJEN A.**

(NAME)

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

e Philippines

**THE UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>Marejen</b>	<b>Almedilla</b>
	5. SALARY (Monthly)
<b>for I</b>	

**APPLICATION****6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Leyte  
☐ 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:

- ☐ Completion of Master's Degree  
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

**VILLAREMO, MAREJEN A.**

(Signature of Applicant)

**NON APPLICATION****7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

**DHENBER C. LUSANTA**

Farm Resource Management Institute

**7.d DISAPPROVED due to:****TULIN**1 Signature)  
resident

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:49	12:08	12:38	5:45		8hrs
2-TUE						SPL
3-WED	7:43	12:05	12:48	5:10		8hrs
4-THU	8:10	12:10	12:36	5:00		8hrs
5-FRI	7:56	12:20	12:58	5:14		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:06	12:07	12:37	5:41		8hrs
9-TUE	8:06	12:27	12:36	5:11		8hrs
10-WED	8:04	12:17	12:27	5:18		8hrs
11-THU	7:43	12:06	12:32	5:13		8hrs
12-FRI	7:45	12:10	12:39	5:12		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:49	12:25	12:54	5:18		8hrs
16-TUE						Absent
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						Absent
23-TUE						Absent
24-WED						Absent
25-THU						Absent
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE						Absent
31-WED						Absent

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.

**MAREJEN A. VILLAREMO**

VERIFIED as to prescribed office hours

**DHENBER C. LUSANTA**Department Head  
Farm Resource Management Institute