

DAILY TIME RECORD**GORRE, ELVIRA B.**
(NAME)For the month of
October 1 - 31, 2022Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:29	12:04	12:51	5:21		8hrs
4-TUE	7:54	12:07	12:49	5:09		8hrs
5-WED	7:51	12:08	12:48	5:03		8hrs
6-THU						SL
7-FRI	7:48	12:12	12:51	5:29		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:50	12:15			4hrs	4hrs
11-TUE	8:00	12:08	12:40	5:09		8hrs
12-WED	8:03	12:15	12:41	5:52	3mins	7hrs 57mins
13-THU	7:54	12:29	12:57	7:02		8hrs
14-FRI	7:52	12:11	12:43	5:02		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:50	12:11	12:47	5:07		8hrs
18-TUE	7:50	12:06	12:50	5:05		8hrs
19-WED	8:02	12:03	12:24	5:07	2mins	7hrs 58mins
20-THU						Holiday
21-FRI	7:53	12:08	12:37	5:05		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:06	12:47	5:08		8hrs
25-TUE	7:56	12:05	12:48	5:08		8hrs
26-WED	7:56	12:08	12:32	5:18		8hrs
27-THU	7:58	12:04	12:34	5:11		8hrs
28-FRI						Absent SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						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.


ELVIRA B. GORRE

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Nov/07/2022 08:49:54




Philippines

UNIVERSITY

y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
ELVIRA	BULAWAN
	5. SALARY (Monthly)
Assistant II	
APPLICATION	
6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>Home</u> In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;"> GORRE, ELVIRA B. (Signature of Applicant)</p>	
NON APPLICATION	
7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:	
<p style="text-align: center;"> ELIZA D. ESPINOSA Institute of Tropical Ecology & Envi. Mgmt.</p>	
7.d DISAPPROVED due to:	
<p>E. TULIN (Signature) President</p> <p></p>	