

DAILY TIME RECORD

BANDE, MARLITO JOSE 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	7:40	12:10	12:47	5:30		8hrs
2-TUE	7:43	12:05	12:52	5:30		8hrs
3-WED	7:52	12:09	12:37	6:13		8hrs
4-THU	7:30	12:13	12:49	5:47		8hrs
5-FRI	7:20	12:08	12:38	5:39		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:20	12:08	12:40	5:50		8hrs
9-TUE	7:49	12:12	12:58	5:31		8hrs
10-WED	7:31	12:14	12:48	5:59		8hrs
11-THU	7:10	12:16	12:49	5:31		8hrs
12-FRI	7:44	12:09	12:38	5:31		8hrs
13-SAT						Off
14-SUN						Off
15-MON						SL
16-TUE	7:48	12:13	12:39	5:51		8hrs
17-WED	7:51	12:04	12:49	5:41		8hrs
18-THU	7:45	12:21	12:56	5:45		8hrs
19-FRI	7:55	12:00	12:37	6:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:10	12:50	5:45		8hrs
23-TUE						FL
24-WED						FL
25-THU						FL
26-FRI						FL
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE						FL
31-WED						SPL

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.

MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

Philippines

UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Marlito Jose	Modina
	5. SALARY (Monthly)
Professor IV	

APPLICATION

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) : House

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

BANDE, MARLITO JOSE M.
(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval
☐ For Disapproval due to:

ELIZA D. ESPINOSA
Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:

TULIN
(Signature)
esident