

Civil Service Form 48

**DAILY TIME RECORD****BALDOS, ODELO B.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						OB
2-FRI	7:51	12:16	12:17	8:22		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:32	12:00	12:50	5:01		8hrs
6-TUE						OB
7-WED	7:56	12:01	12:02	5:48		8hrs
8-THU						Holiday
9-FRI	7:30	12:14	12:15	5:26		8hrs
10-SAT						Off
11-SUN						Off
12-MON						OB
13-TUE	7:18	12:54	12:54	6:29		8hrs
14-WED	7:19	12:47	12:48	5:58		8hrs
15-THU	7:16	12:40	12:41	5:09		8hrs
16-FRI	7:40	12:00	12:01	5:26		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:13	12:30	12:31	6:10		8hrs
20-TUE	7:24	12:46	12:47	7:17		8hrs
21-WED	7:16	12:52	12:54	6:10		8hrs
22-THU	7:47	12:05	12:06	7:09		8hrs
23-FRI						SPL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	7:25	12:24	12:26	5:07		8hrs
28-WED	7:55	12:50	1:00	6:17		8hrs
29-THU						FL
30-FRI						Holiday
31-SAT						Off

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.

  
**ODELO B. BALDOS**

VERIFIED as to prescribed office hours

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

Date Generated: Jan/13/2023 09:25:30

he Philippines

**TE UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**IN FOR LEAVE**

First)	(Middle)
delo	Balein
5. SALARY (Monthly)	
nician II	

**APPLICATION****DETAILS OF LEAVE:**

case of vacation/Special Privilege leave:  
 Within the Philippines : **Region VIII**  
 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:  
 BAR/Board Examination Review  
 Completion of Master's Degree  
 Completion of Doctorate Degree  
 Completion of PHD Degree

urpose:  
 monetization of Leave Credits  
 terminal Leave

**COMMUTATION**

Requested ☐ Not Requested


  
**BALDOS, ODELO B.**

(Signature of Applicant)

**ON APPLICATION****COMMENDATION:**

or Approval

or Disapproval due to:

  
**DHENBER C. LUSANTA**  
 Ecological Farm Resource & Management Institute

APPROVED due to:

ULIN

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12/9/22