

Civil Service Form 48

DAILY TIME RECORD
MANAGBANAG, NORBERTO M.
 (NAME)

For the month of
May 1 - 31, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	5:20	10:30	12:48	5:14		8hrs
3-WED	5:20	10:33	12:51	5:11		8hrs
4-THU	5:24	10:31	12:49	5:11		8hrs
5-FRI	5:22	12:00	12:50	5:11		8hrs
6-SAT						Off
7-SUN						Off
8-MON	5:21	10:31	12:56	5:14		8hrs
9-TUE	5:29	10:32	12:44	5:16		8hrs
10-WED	5:25	10:15	12:55	5:14		8hrs
11-THU	5:17	10:30	12:51	5:14		8hrs
12-FRI	6:48	10:30	12:59	5:15	48mins	7hrs 12mins
13-SAT						Off
14-SUN						Off
15-MON	5:22	10:22	12:51	5:15		8hrs
16-TUE	5:24	10:30	12:50	5:16		8hrs
17-WED	5:10	10:28	12:51	5:12		8hrs
18-THU	5:36	10:28	12:48	5:10		8hrs
19-FRI	5:40	10:34	12:50	5:22		8hrs
20-SAT						Off
21-SUN						Off
22-MON	5:21	10:14	12:52	5:11		8hrs
23-TUE	5:25				8hrs	
24-WED	5:36	10:20	12:59	5:18		8hrs
25-THU	5:20	10:31	12:50	5:23		8hrs
26-FRI	5:20	10:31	1:00	5:11		8hrs
27-SAT						Off
28-SUN						Off
29-MON	5:20	10:08	1:00	5:17		8hrs
30-TUE	5:22	10:36	12:40	5:08		8hrs
31-WED	5:21	10:21	12:54	5:10		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.


NORBERTO M. MANAGBANAG

VERIFIED as to prescribed office hours


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

Date Generated: Jun/02/2023 03:11:01

Philippines

UNIVERSITY
 y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Norberto	Modina
	5. SALARY (Monthly)
Aide I	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Baybay City
☐ 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:

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

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested


MANAGBANAG, NORBERTO M.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:


ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:


TULIN

Signature)
 isident