

Daily Time Record (DTR)

Name

RYSAN C. GUINOCOR

For the month of

Nov 1-30, 2021

Official hours of arrival and departure:

(Regular Days)

	A. M.		P. M.		Overtime	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
1	HOLIDAY					
2	LEAVE					
3	7:45	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	7:58	12:00	1:00	5:00		
6	Saturday					
7	Sunday					
8	HOLIDAY					
9	8:11	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	7:59	12:00	1:00	5:00		
12	8:08	12:00	1:00	5:00		
13	Saturday					
14	Sunday					
15	8:00	12:00	1:00	5:00		
16	7:55	12:00	1:00	5:00		
17	8:15	12:00	1:00	5:00		
18	8:01	12:00	1:00	5:00		
19	LEAVE					
20	Saturday					
21	Sunday					
22	8:10	12:00	1:00	5:00		
23	8:10	12:00	1:00	5:00		
24	7:55	12:00	1:00	5:00		
25	8:22	12:00	1:00	5:00		
26	8:03	12:00	1:00	5:00		
27	Saturday					
28	Sunday					
29	8:00	12:00	1:00	5:00		
30	HOLIDAY					
TOTAL						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily of the time of arrival and departure from office.

RYSAN C. GUINOCOR

Verified as to the prescribed office hours.

ALLEN GLENNIE P. LAMBERT

FOR LEAVE

t) (First) (Middle)
OR, RYSAN C.

ATTORNEY IV 5. SALARY ₱ 0.00

APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines Residence

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

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

Not Requested

Requested

(Signature of Applicant)

ION ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____

ALLEN GLENNIE P. LAMBERT

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

O E. TULIN

sident

ed Official)