Civil Service Form 48

DAILY TIME RECORD
VALENZONA, ERLINDA S.
(NAME)

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

Day	AM IN	AM OUT	PM IN	PM OUT	T/U	Total
1-SUN						Off
2-MON	Calamity leave					Absent
3-TUE						Holiday
4-WED	7:31	12:04	12:05	5:03		8hrs
5-THU	7:44	12:15	12:16	5:02		8hrs
6-FRI	7:40	12:10	12:11	5:00		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	Calamity leave					Absent
11-WED	7:39	12:04	12:05	5:02		8hrs
12-THU	7:50	12:08	12:09	5:04		8hrs
13-FRI	7:42	12:08	12:09	5:03		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:31	12:10	12:11	5:02		8hrs
17-TUE	7:39	12:11	12:12	5:00		8hrs
18-WED	7:48	12:05	12:06	5:03		8hrs
19-THU	7:43	12:18	12:18	5:01		8hrs
20-FRI	7:51	12:02	12:02	5:00		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:39	12:07	12:07	5:03		8hrs
24-TUE	7:48	12:19	12:19	5:00		8hrs
25-WED	7:37	12:10	12:11	5:00		8hrs
26-THU	7:44	12:29	12:29	5:01		8hrs
27-FRI	Sick leave					Absent
28-SAT						Off
29-SUN						Off
30-MON	7:52	12:25	12:26	5:01		8hrs
31-TUE	7:48	12:36	12:37	5:00		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of work performe
record of which was made daily at the time of arrival at and departure from office.

ERLINDA S. VALENZONA

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS
Vice President
Office of the Vice President for Academic Affairs

Philippines

UNIVERSITY
ity, Leyte

FOR LEAVE

(First)	(Middle)
Erlinda	Santiago

5. SALARY (Monthly)

ssistant II

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) : Home

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

VALENZONA, ERLINDA S.
(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

BEATRIZ S. BELONIAS
Office of the Vice President for Academic Affairs

.d DISAPPROVED due to:

. TULIN
Signature)
esident