

Name: MARICAR B. POSASFor the month of December 1-31, 2021

Official hours of arrival and departure:


(Regular Days) 8-12, 1-5 (Saturdays) _____

DAY	A. M.		P. M.		UNDER-TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Mins
1	7:18	12:10	1:00	5:22		
2	7:55	12:10	12:50	5:08		
3	7:50	12:10	12:58	5:13		
4	SAT					
5	SUN					
6	7:52	12:20	12:55	5:24		
7	7:55	12:20	12:55	6:20		
8	Holiday					
9	7:50	12:10	1:00	5:30		
10	7:50	12:10	1:00	8:00		
11	SAT					
12	SUN					
13	7:59	12:10	1:00	5:23		
14	7:50	12:00	1:00	5:05		
15	FL					
16	Odette					
17	Odette					
18	SAT					
19	SUN					
20	8:00	12:00	1:00	5:00		
21	FL					
22	FL					
23	7:55	12:00	1:00	5:00		
24	7:45	12:00	XMAS			
25	SAT					
26	SUN					
27	FL					
28	8:00	12:00	1:00	5:13		
29	8:00	12:00	1:00	5:00		
30	Holiday					
31	8:00	12:00				
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.


MARICAR B. POSAS
 Education Research Assistant


Verified as to the prescribed office hours.

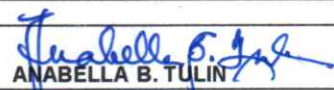

ANABELLA B. TULIN
 Dean, Graduate School

Philippines
 UNIVERSITY
 , Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
MARICAR	B.
EDUCATION RESEARCH ASSISTANT	5. SALARY _____
PLICATION	
6.B DETAILS OF LEAVE	
In case of Vacation/Special Privilege Leave:	
Within the Philippines _____	
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)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval _____	
For disapproval due to _____	

 ANABELLA B. TULIN Dean, ODGS	
7.D DISAPPROVED DUE TO:	

TULIN	
(Official)	