

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

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						FL
4-TUE						OB
5-WED	7:51	12:01	12:13	9:44		8hrs
6-THU	7:58	12:00	12:34	5:01		8hrs
7-FRI	7:58	12:00	12:11	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:50	12:00	12:14	6:28		8hrs
11-TUE						OB
12-WED						OB
13-THU	7:57	12:00	12:31	5:00		8hrs
14-FRI	8:01	12:01	12:14	5:00	1min	7hrs 59mins
15-SAT						Off
16-SUN						Off
17-MON	7:59	12:00	12:09	5:03		8hrs
18-TUE	8:01	12:01	12:30	6:34	1min	7hrs 59mins
19-WED						OB
20-THU	8:04	12:00	12:15	7:44	4mins	7hrs 56mins
21-FRI	7:24	12:00	12:17	7:14		8hrs
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE						OB
26-WED						OB
27-THU						OB
28-FRI						OB
29-SAT						OB
30-SUN						Off
31-MON	7:32	12:01	12:29	6:18		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.



ODELO B. BALDOS

VERIFIED as to prescribed office hours



JEROME O. ARRIBADO

 Department Head
 Ecological Farm & Resource Management Institute

ate Generated: Aug/29/2023 12:02:07

e Philippines

TE UNIVERSITY

y City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

First)

(Middle)

delo

Balein

5. SALARY (Monthly)

nician II

APPLICATION**b DETAILS OF LEAVE:**

case of vacation/Special Privilege leave:

☐ Within the Philippines :☐ 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

other purpose:

☐ Monetization of Leave Credits☐ Terminal Leave**COMMUTATION**☒ Requested ☐ Not Requested


BALDOS, ODELO B.

(Signature of Applicant)

ON APPLICATION**RECOMMENDATION:**☐ For Approval☐ For Disapproval due to:


JEROME O. ARRIBADO

Ecological Farm & Resource Management Institute

DISAPPROVED due to:



J. TULIN
d Signature)
resident

7/30/23