

DAILY TIME RECORD
CABASE, MICHELLE AUBREY D.
(NAME)

For the month of
February 1 - 28, 2025
Official 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	7:58	12:06	12:38	5:09		8hrs
4-TUE	7:43	12:22	1:00	5:48		8hrs
5-WED	8:00	12:06	12:35	8:45		8hrs
6-THU	8:03	12:06	12:44	5:28	3mins	7hrs 57mins
7-FRI	8:14	12:16	12:35	5:14	14mins	7hrs 46mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:51	12:18	12:19	5:05		8hrs
12-WED	8:03	12:45	12:46	5:03	3mins	7hrs 57mins
13-THU	8:02	12:03	12:25	5:01	2mins	7hrs 58mins
14-FRI	8:06	12:11	12:24	5:02	6mins	7hrs 54mins
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:00	12:30	5:05		8hrs
18-TUE	7:51	12:06	12:32	5:02		8hrs
19-WED	7:52	12:17	12:47	5:00		8hrs
20-THU	8:05	12:01	12:22	5:02	5mins	7hrs 55mins
21-FRI	8:05	12:00	12:12	5:10	5mins	7hrs 55mins
22-SAT						Off
23-SUN						Off
24-MON	8:04	12:00	12:42	5:02	4mins	7hrs 56mins
25-TUE	7:21	12:03	12:33	5:15		8hrs
26-WED	8:01	12:06	12:23	5:08	1min	7hrs 59mins
27-THU	8:01	12:04	12:13	5:00	1min	7hrs 59mins
28-FRI						SL

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.

macabasedh
MICHELLE AUBREY D. CABASE

VERIFIED as to prescribed office hours

[Signature]
LEMUEL S. PRECIADOS
Department Head
Department of Economics

e Philippines

THE UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Michelle Aubrey	Domingo
5. SALARY (Monthly)	
Inspector I	

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:

☐ 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

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CABASE, MICHELLE AUBREY D.
(Signature of Applicant)

ON ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval
☐ For Disapproval due to:

[Signature]
LEMUEL S. PRECIADOS
Department of Economics

7.d DISAPPROVED due to:

[Signature]
G. YEPES