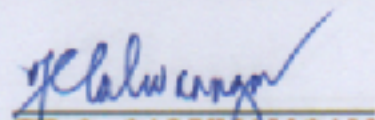


DAILY TIME RECORD **CALUNANGAN, FE C.** (NAME)

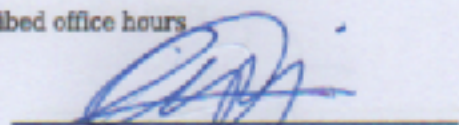
For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:56	12:39	12:41	5:07		8hrs
2-FRI	7:53	12:47	12:49	5:11		8hrs
3-SAT	8:57	12:20	12:22	5:03		8hrs 4mins
4-SUN						Off
5-MON	8:08	12:02	12:03	5:07	8mins	7hrs 52mins
6-TUE	7:52	12:19	12:20	5:07		8hrs
7-WED	7:56	12:38	12:40	5:07		8hrs
8-THU	8:07	12:20	12:21	5:02		8hrs 54mins
9-FRI	7:58	12:27	12:28	5:10		8hrs
10-SAT	8:10	12:32	12:34	3:03		6hrs 51mins
11-SUN						Off
12-MON						SPL
13-TUE	7:57	12:23	12:24	5:09		8hrs
14-WED	8:06	12:08	1:00	5:00	6mins	7hrs 54mins
15-THU	12:36	12:34	12:36	5:00		8hrs
16-FRI	12:39	12:38	12:39	5:00		8hrs
17-SAT	8:34	12:27	12:28	5:09		8hrs 34mins
18-SUN						Off
19-MON						FL
20-TUE	8:07	12:06	12:08	5:07	7mins	7hrs 53mins
21-WED	8:01	12:03	12:04	5:00	1min	7hrs 59mins
22-THU						FL
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON			12:09	5:02		4hrs 53mins
27-TUE						FL
28-WED	8:11	12:06	12:08	5:06	11mins	7hrs 49mins
29-THU	8:07	12:17	12:17	5:13	7mins	7hrs 53mins
30-FRI						Holiday
31-SAT						Off

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.


FE C. CALUNANGAN

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN
 Department Head
 Office of the Cashier

Philippines

E UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Fe	Cruza
5. SALARY (Monthly)	
e Aide IV	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : one day
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

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



CALUNANGAN, FE C.

(Signature of Applicant)

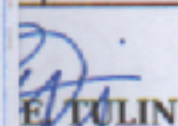
ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:


QUEEN-EVER Y. ATUPAN
 Office of the Cashier

7.d DISAPPROVED due to:


E. TULIN
 (Signature)
 President