

## DAILY TIME RECORD

THELMA P. APAS

(Name)

For the month of:

February 1-28, 2024

Official hours for arrival  
and departure

Regular days

Saturdays

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	8:00	12:03	12:55	5:00		
3	8:00	12:02	12:57	5:02		
4	8:00	12:05	12:50	5:00		
5						
6						Saturday
7	8:00	12:05	12:55	5:00		Sunday
8	8:00	12:03	12:56	5:03		
9	8:00	12:00	1:00	5:05		
10	8:00	12:05	12:59	5:01		
11	8:00	12:00	12:58	5:00		
12						Saturday
13						Sunday
14	8:00	12:00	12:50	5:00		
15	8:00	12:03	12:56	5:03		
16	8:00	12:00	12:53	5:00		
17	8:00	12:00	12:56	5:00		
18	8:00	12:00	12:59	5:00		
19						Saturday
20						Sunday
21	8:00	12:00	12:56	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	Leave					
25	NON-WORKING Holiday					
26						Saturday
27						Sunday
28	Leave					
29						
30						
31						

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

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

Philippines  
UNIVERSITY  
Leyte

Stamp of Date of Receipt

## OR LEAVE

(First)

(Middle)

THELMA

P.

Aide V1

## PLICATION

## 3.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

## 3.D COMMUTATION

Not Requested

Requested

THELMA P. APAS

(Signature of Applicant)

## IN APPLICATION

## 3.B RECOMMENDATION

For approval

For disapproval due to

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

## 3.D DISAPPROVED DUE TO:

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