Civil Service Form 48

DAILY TIME RECORD
BANDE, MARLITO JOSE M.
(NAME)

For the month of
September 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SPL
2-FRI						SPL
3-SAT						Off
4-SUN						Off
5-MON						CDO
6-TUE						CDO
7-WED						CDO
8-THU						CDO
9-FRI						CDO
10-SAT						Off
11-SUN						Off
12-MON						CDO
13-TUE						CDO
14-WED						CDO
15-THU						CDO
16-FRI						CDO
17-SAT						Off
18-SUN						Off
19-MON	7:30	12:05	12:38	5:10		8hrs
20-TUE	7:20	12:03	12:48	5:21		8hrs
21-WED	7:24	12:10	12:51	5:10		8hrs
22-THU	7:31	12:11	12:53	5:31		8hrs
23-FRI	7:23	12:09	12:56	5:15		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:32	12:05	12:45	5:03		8hrs
27-TUE	7:24	12:00	12:49	5:47		8hrs
28-WED	7:10	12:10	12:55	6:00		8hrs
29-THU	7:21	12:03	12:44	5:31		8hrs
30-FRI	7:05	12:00	12:48	5:38		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.

MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Nov/03/2022 04:19:58

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ilippines

NIVERSITY
, Leyte

OR LEAVE

First)   (Middle)

Marlito Jose   **Modina**

5. SALARY (Monthly)

fessor IV

PLICATION

6.b DETAILS OF LEAVE:

n case of vacation/Special Privilege leave:
☒ Within the Philippines : General Santos City
☐ Abroad (Pls. Specify) :

n case of Sick leave:
☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

n case of Special Leave Benefits for Women:
Specify Illness)

n case of Study leave:
☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:
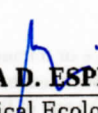☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

☒ Requested   ☐ Not Requested

BANDE, MARLITO JOSE M.
(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

ELIZA D. ESPINOSA
Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:

TULIN
ignature)
ident