

DAILY TIME RECORD**RATILLA, BERTA C.**

(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	8:13	12:18	12:53	5:28		8hrs
2-FRI	8:19	12:19	12:46	5:34		8hrs
3-SAT						Off
4-SUN						Off
5-MON	8:02	12:06	12:44	5:31		8hrs
6-TUE	8:15	12:15	12:47	6:12		8hrs
7-WED	8:21	12:23	12:56	5:32		8hrs
8-THU	6:17	12:04	12:43	8:02		8hrs
9-FRI						SPL
10-SAT						Off
11-SUN						Off
12-MON	8:05	12:06	12:41	5:08		8hrs
13-TUE	7:51	12:10	12:35	5:30		8hrs
14-WED	8:00	12:15	12:52	5:03		8hrs
15-THU	7:06	12:03	12:36	5:31		8hrs
16-FRI	8:00	12:40	12:42	5:29		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:52	12:04	12:51	5:25		8hrs
20-TUE	7:45	12:09	12:48	5:09		8hrs
21-WED	8:04	12:06	12:54	5:38		8hrs
22-THU	7:44	12:09	12:40	5:27		8hrs
23-FRI	8:04	12:02	12:06	5:27		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:50	11:52	12:18	6:06		8hrs
27-TUE	7:55	12:13	12:56	5:52		8hrs
28-WED						Absent
29-THU						Absent
30-FRI						Absent

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.

BERTA C. RATILLA

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS
 Department Head
 Department of Agronomy



Philippines

UNIVERSITY

Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
Berta	Catingan
5. SALARY (Monthly)	
Professor V	
APPLICATION	
(Article No. 18, 2009)	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  RATILLA, BERTA C. (Signature of Applicant)	
7.b RECOMMENDATION:	
Leave <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:	 RUTH O. ESCASINAS Department of Agronomy
7.d DISAPPROVED due to:	
ULIN (nature) lent	