

DAILY TIME RECORD**JACOB GLENN F. JANSALIN**

(Name)

For the month of: **APRIL 2022**Official hours for arrival
and departureRegular days _____
Saturdays _____

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:00	1:00	5:30		
2			4:00	7:00		
3	SUNDAY					
4	7:25	12:00	1:00	5:30		
5	7:20	12:00	1:00	5:30		
6	LEAVE					
7	LEAVE					
8	LEAVE					
9	HOLIDAY					
10	SUNDAY					
11	CLASSES SUSPENDED					
12	CLASSES SUSPENDED					
13	CLASSES SUSPENDED					
14	LENTEN SEASON					
15						
16						
17						
18	LEAVE					
19	LEAVE					
20	7:35	12:00	1:00	5:30		
21	8:00	12:00	1:00	5:30		
22	7:50	12:00	1:00	5:30		
23			4:00	7:00		
24	SUNDAY					
25	7:15	12:00	1:00	5:30		
26	7:35	12:00	1:00	5:30		
27	8:00	12:00	1:00	5:30		
28	7:40	12:00	1:00	5:30		
29	7:05	12:00	1:00	5:30		
30			4:00	7:00		
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
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

Last (First) (Middle)

JANSALIN JACOB GLENN F.

Assoc. Prof. V

OF APPLICATION**6.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

6.D COMMUTATION

Not Requested

Requested

JACOB GLENN F. JANSALIN
(Signature of Applicant)

CTION ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO
Office/Dept./Unit
(Authorized Officer)

7.D DISAPPROVED DUE TO:

DO E. TULIN
resident
(Authorized Official)