

# **DAILY TIME RECORD** **MANAGBANAG, NORBERTO M.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	6:02	10:24	12:53	5:12	2mins	7hrs 58mins
3-TUE						Holiday
4-WED	6:00	10:30	1:00	5:18		8hrs
5-THU	6:00	10:30	1:00	5:11		8hrs
6-FRI	6:01	10:34	12:57	5:09	1min	7hrs 59mins
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	6:01	10:33	12:58	5:10	1min	7hrs 59mins
11-WED	6:00	10:30	12:59	5:12		8hrs
12-THU	6:00	10:14	12:52	5:23		8hrs
13-FRI						Absent
14-SAT						Off
15-SUN						Off
16-MON	6:00	10:46	12:59	5:23		8hrs
17-TUE	6:00	10:31	12:59	5:12		8hrs
18-WED	6:01	10:30	1:00	5:14	1min	7hrs 59mins
19-THU	6:01	10:32	12:45	5:11	1min	7hrs 59mins
20-FRI	6:01	10:30	1:07	5:43	8mins	7hrs 52mins
21-SAT						Off
22-SUN						Off
23-MON	6:00	10:34	12:58	5:12		8hrs
24-TUE	6:00	10:37	1:01	5:10	1min	7hrs 59mins
25-WED	6:00	10:34	12:59	5:12		8hrs
26-THU	6:00	10:30	12:53	5:14		8hrs
27-FRI	6:00	10:37	12:57	5:07	8hrs	
28-SAT						Off
29-SUN						Off
30-MON	6:00	10:31	12:58	5:20	4hrs	4hrs
31-TUE	6:00	10:33	12:54	5:08		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.

  
**NORBERTO M. MANAGBANAG**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
Department Head  
Department of Pure and Applied Chemistry

**Philippines**  
**UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## FOR LEAVE

(First) (Middle)  
AG NORBERTO M.

Aide 1 5. SALARY \_\_\_\_\_

## 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

  
**NORBERTO M. MANAGBANAG**

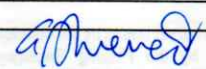
(Signature of Applicant)

## NON APPLICATION

### 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

  
**ELIZABETH S. QUEVEDO**  
(Authorized Officer)

### 7.D DISAPPROVED DUE TO:

1  
**TULIN**  
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