

DAILY TIME RECORD

SARAH JEAN C. SUGANO

(Name)

For the Month of April 1-30, 2022Official hours for arrival: Regular Day 8:00 AMand departure 5 PM Saturdays

Day	A.M.		P.M.		Uvertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1.	8:00	12:00	1:00	5:00		
2.	SATURDAY					
3.	SUNDAY					
4.	7:50	12:00	1:00	5:00		
5.	7:30	12:00	1:00	5:00		
6.	7:58	12:00	1:00	5:00		
7.	7:00	12:00	1:00	5:00		
8.	7:59	12:00	1:00	5:00		
9.	SATURDAY					
10.	SUNDAY					
11.	} WORK SUSPENSION					
12.						
13.						
14.	} HOLIDAY					
15.						
16.						
17.	SATURDAY					
18.	8:00	12:00	1:00	5:00		
19.	CALAMITY LEAVE					
20.	8:00	12:00	1:00	5:05		
21.	7:56	12:00	1:00	5:13		
22.	7:52	12:00	1:00	5:00		
23.	SATURDAY					
24.	SUNDAY					
25.	7:53	12:00	1:00	5:02		
26.	7:28	12:00	1:00	5:00		
27.	7:56	12:00	1:00	5:00		
28.	CALAMITY LEAVE					
29.	CALAMITY LEAVE					
30.	SATURDAY					
31.						

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

SARAH JEAN C. SUGANO

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
SARAH JEAN	C.
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 _____	
SARAH JEAN C. SUGANO	
(Signature of Applicant)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval _____	
For disapproval due to _____	

MA. THERESA P. LORETO	
Director, ART Center	
(Authorized Officer)	
D. DISAPPROVED DUE TO:	

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a)	