

PR-0

FOR LEAVE

Civil Service Form No. 49

DAILY TIME RECORD

Jane M. Abaya
(NAME)

For the month of December 2021

Official hours for arrival 8-12 (Regular days: _____)
And Departure 1-5 (Saturdays: _____)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:31	12:01	12:43	5:00		
2	7:49	12:10	12:42	5:00		
3	7:31	12:04	12:49	5:00		
4	S					
5	S					
6	7:26	12:02	12:41	5:00		
7	7:30	12:01	12:49	5:03		
8	Holiday					
9	7:41	12:01	12:44	5:02		
10	7:32	12:04	12:46	5:00		
11	S					
12	S					
13	8:00	12:02	12:44	5:00		
14	7:30	12:00	12:43	5:04		
15	7:26	12:01	12:44	5:00		
16	typhoon Oda		work suspended			
17	S					
18	S					
19	S					
20	7:31	12:04	12:46	5:00		
21	7:42	12:02	12:44	5:01		
22	7:49	12:11	12:41	5:01		
23	7:48	12:16	12:46	5:00		
24	7:42	12:04	12:41	work suspended		
25	S					
26	S					
27	8:00	12:01	12:48	SLP		
28	7:49	12:00	12:49	5:00		
29	8:00	12:00	SLP			
30	Holiday					
31	SLP					

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

VERIFIED as to the prescribed office hours

Elizabeth S. Quevedo
In-Charge

(First) (Middle)

Jane M.
Lich II

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 _____
gnaboy
(Signature of Applicant)

ON APPLICATION

7.B RECOMMENDATION
For approval _____
For disapproval due to _____
Elizabeth S. Quevedo
Head, POPAC
Head/Office/Dept./Unit
(Authorized Officer)

7.D DISAPPROVED DUE TO:

IN-LIN

(Special)