

DAILY TIME RECORD**GORNE, NELLO D.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SL
2-FRI						SL
3-SAT						Off
4-SUN						Off
5-MON	7:54	11:05	11:54	5:08		8hrs
6-TUE	7:57	11:19	11:52	5:03		8hrs
7-WED	7:59	12:03	12:50	5:04		8hrs
8-THU						Holiday
9-FRI	7:58	11:08	11:54	5:05		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:58	11:10	11:52	5:05		8hrs
13-TUE	7:55	11:16	11:56	5:00		8hrs
14-WED	7:56	12:03	12:53	8:07		8hrs
15-THU	7:56	12:07	12:54	5:00		8hrs
16-FRI	7:56	11:05	11:57	5:04		8hrs
17-SAT						Off
18-SUN						Off
19-MON						CDO
20-TUE						CDO
21-WED						CDO
22-THU						CDO
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						SPL
29-THU						SPL
30-FRI						Holiday
31-SAT						Off

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.


NELLO D. GORNE

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Philippines

TE UNIVERSITY

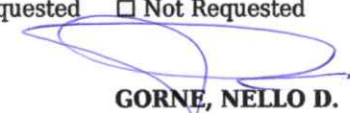
y City, Leyte

Stamp of Date of Receipt


FOR LEAVE

(First)	(Middle)
Nello	Degracia
5. SALARY (Monthly)	
Professor IV	

APPLICATION

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  GORNE, NELLO D. (Signature of Applicant)
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ON APPLICATION

7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  RUTH O. ESCASINAS Department of Agronomy	7.d DISAPPROVED due to:
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O E. TULIN

(Signature)
 y President