

DAILY TIME RECORD**JADINA, ELIA MAURY C.**

(NAME)


For the month of
October 1 - 31, 2025
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:45	12:09	12:25	5:14		8hrs
2-THU	6:52	12:05	12:29	5:13		8hrs
3-FRI	7:56	12:07	12:51	5:13		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:04	12:01	12:17	5:11		8hrs
7-TUE	8:00	12:12	12:20	5:21		8hrs
8-WED	7:59	12:25	12:29	5:13		8hrs
9-THU	8:03	12:08	12:26	5:48	3mins	7hrs 57mins
10-FRI	7:53	12:27	12:46	5:22		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:04	12:23	5:53		9hrs 40mins
14-TUE	7:55	12:12	12:16	5:23		9hrs 24mins
15-WED	7:40	12:07	12:23	5:05		9hrs 9mins
16-THU	8:18	12:04	12:39	5:04		8hrs 11mins
17-FRI	7:56	12:02	12:25	5:02		8hrs 43mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:40	12:09	12:20	5:01		8hrs
22-WED	7:32	12:28	12:37	5:19		8hrs
23-THU	7:49	12:17	12:53	5:17		8hrs
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON	6:48	12:18	12:34	5:10		8hrs
28-TUE	8:05	12:09	12:43	5:35	5mins	7hrs 55mins
29-WED	8:05	12:03	12:32	5:23	5mins	7hrs 55mins
30-THU	7:34	12:21	12:29	5:06		8hrs
31-FRI						Holiday

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.


ELIA MAURY C. JADINA

VERIFIED as to prescribed office hours


LILIAN B. NUÑEZ
 Department Head
 Institute for Strategic Research and Development Studies

1 of 1

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

rst)

(Middle)

la Maury

Cunanan

5. SALARY (Monthly)

or I

APPLICATION**DETAILS OF LEAVE:**

case of vacation/Special Privilege leave:

☐ Within the Philippines :

☐ Abroad (Pls. Specify) :

case of Sick leave:

☐ In Hospital (Pls. Specify) :

☒ Out Patient (Pls. Specify) : diarrhea

case of Special Leave Benefits for Women:
 pecify Illness)

case of Study leave:

☐ BAR/Board Examination Review

☐ Completion of Master's Degree

☐ Completion of Doctorate Degree

☐ Completion of PHD Degree


ther purpose:

☐ Monetization of Leave Credits

☐ Terminal Leave

COMMUTATION

☒ Requested ☐ Not Requested


JADINA, ELIA MAURY C.
 (Signature of Applicant)

ON ON APPLICATION**RECOMMENDATION:**

☐ For Approval

☐ For Disapproval due to:


LILIAN B. NUÑEZ

Institute for Strategic Research and Development Studies

DISAPPROVED due to:

Y G. YEPES

e and Signature)
 y President