of the Philippines

TATE UNIVERSITY aybay City, Leyte

Stamp of Date of Receipt

livil Service Form 48

DAILY TIME RECORD

APAS, THELMA P. (NAME)

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

Day	AM		PM			10-10 CO 14
	IN	OUT	IN	OUT	T/U	Total
1-MON	7:48	12:14	12:52	5:02		8hrs
2-TUE	8:04	12:07	12:46	5:02	4mins	7hrs 56mins
3-WED	7:52	12:05	12:43	5:03		8hrs -
4- THU	7:47	12:05	12:27	5:01		8hrs
5-FRI	7:53	12:06	12:30	5:00		8hrs
6-SAT						Off
7-sun						Off
8-MON	7:52	12:15	12:45	5:03		8hrs
9-TUE	8:07	12:06	12:44	5:03	7mins	7hrs 53mins
10-WED	8:00	12:18	12:46	5:05		8hrs
11- THU	8:02	12:00	1:00	5:00	2mins	7hrs 58mins
12-FRI	8:00	12:08	12:12	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:09	12:06	12:40	5:03	9mins	7hrs 51mins
16-TUE	7:46	12:00	12:41	5:00		8hrs
17-WED						Absent
18- THU						VL
19-FRI						VL
20-SAT						Off
21-SUN						Off
22-MON						VL
23- TUE						VL
24- WED	7:51	12:34	12:39	5:01		8hrs
25-тни	7:59	12:20	12:31	5:01		8hrs
26-FRI	7:58	12:05	12:27	5:00		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	8:01	12:19	12:48	5:05	1min	7hrs 59mins
31-WED	8:04	12:12	12:43	5:03	4mins	7hrs 56mins

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.

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry

TION FOR LEAVE		
(First)	(Middle)	
Thelma	Polo	
	5. SALARY (Monthly)	
nistrative Aide VI		

	Thelma	Polo				
		5. SALARY (Monthly)				
nistrativ	e Aide VI					
S OF API	PLICATION					
	6.b DETAILS OF LEAVE:					
aregiver	In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :					
	In case of Sick leave: ☐ In Hospital (Pls. Specify): ☑ Out Patient (Pls. Specify): home					
lo. 292)	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					
	☑ Requested □	Not Requested				
	AP	AS, THELMA P.				
	(Signature of Applicant)					
ACTION (ON APPLICATION					
	7.b RECOMMENDAT	ION:				
: Leave 7.375	□ For Approval					
6.375						
	ELIZABETH S. QUEVEDO					
is	Department of	Pure and Applied Chemistry				
	7.d DISAPPROVED d	ue to:				

Money ARDO E. TULIN

d Name and Signature) iversity President