

DAILY TIME RECORD **BANDALAN, EILEEN B.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						Absent
4-TUE						Absent
5-WED	8:00	12:00	1:00	5:00		Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						Absent
11-TUE	8:12	12:00	1:00	6:00		Absent
12-WED	7:50	12:05	1:00	5:05		Absent
13-THU	8:00	12:00	1:00	5:06		Absent
14-FRI	8:00	12:00	1:00	5:15		Absent
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:00	1:00	5:15		Absent
18-TUE	8:00	12:00	1:00	5:15		Absent
19-WED	8:20	12:00	1:00	5:10		Absent
20-THU	7:55	12:00	1:00	5:05		Absent
21-FRI	8:00	12:00	1:00	5:00		Absent
22-SAT						Off
23-SUN						Off
24-MON	8:29	12:00	1:00	5:30		Absent
25-TUE	8:00	12:00	1:00	5:00		Absent
26-WED	7:58	12:10	1:00	5:08		Absent
27-THU	7:55	12:15	1:00	5:00		Absent
28-FRI	8:00	12:30	1:00	5:05		Absent
29-SAT						Off
30-SUN						Off
31-MON						Absent

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.

EILEEN B. BANDALAN

VERIFIED as to prescribed office hours

LORINA A. GALVEZ

Department Head
Department of Food Science and Technology

Philippines
UNIVERSITY
Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
LAN	BULAWAN
(Last)	
Assistant Prof. II 5. SALARY ₱ 0.00	
APPLICATION	
6.B DETAILS OF LEAVE	
In case of Vacation/Special Privilege Leave:	
Within the Philippines <u>Residence</u>	
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 <u>EILEEN B. BANDALAN</u>	
(Signature of Applicant)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval	
For disapproval due to _____	

LORINA A. GALVEZ	
Department Head	
(Authorized Officer)	
7.D DISAPPROVED DUE TO:	

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