

DAILY TIME RECORD

BANDIBAS, YHENA L.
(NAME)

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

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

TEACHERS
LEAVE

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.

Yhena L. Bandibas
YHENA L. BANDIBAS

VERIFIED as to prescribed office hours

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

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RSITY

Stamp of Date of Receipt

EAIVE

(Middle)

Lazona

5. SALARY (Monthly)

ATION

FAILS OF LEAVE:

of vacation/Special Privilege leave:
within the Philippines : Baybay City, Leyte
road (Pls. Specify) :

of Sick leave:
Hospital (Pls. Specify) :
Patient (Pls. Specify) :

of Special Leave Benefits for Women:
(Specify Illness)

of Study leave:
Completion of Master's Degree
OR/Board Examination Review

purpose:
Accumulation of Leave Credits
Maternity Leave

COMMUTATION

Requested Not Requested

Yhena L. Bandibas
BANDIBAS, YHENA L.
(Signature of Applicant)

APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Department of Pure and Applied Chemistry

DISAPPROVED due to:

IN