

DAILY TIME RECORD
CAGASAN, ULYSSES A.

(NAME)

For the month of
August 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|--------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-TUE | 7:58 | 12:00 | 1:00 | 5:23 | | 8hrs |
| 2-WED | 7:57 | 12:47 | 12:48 | 5:07 | | 8hrs |
| 3-THU | 7:56 | 11:38 | 1:00 | 5:32 | 22mins | 7hrs 38mins |
| 4-FRI | 7:52 | 12:06 | 12:17 | 5:29 | | 8hrs |
| 5-SAT | | | | | | Off |
| 6-SUN | | | | | | Off |
| 7-MON | 7:51 | 12:00 | 12:17 | 4:20 | 40mins | 7hrs 20mins |
| 8-TUE | | | | | | FL |
| 9-WED | | | | | | FL |
| 10-THU | 6:00 | 12:00 | 1:00 | 5:01 | | 8hrs |
| 11-FRI | 7:38 | 11:50 | 12:01 | 5:24 | 10mins | 7hrs 50mins |
| 12-SAT | | | | | | Off |
| 13-SUN | | | | | | Off |
| 14-MON | 7:50 | 12:04 | 12:14 | 5:03 | | 8hrs |
| 15-TUE | 7:54 | 12:33 | 12:39 | 5:13 | | 8hrs |
| 16-WED | 7:53 | 12:00 | 12:01 | 5:09 | | 8hrs |
| 17-THU | 8:01 | 12:56 | 12:58 | 5:15 | 1min | 7hrs 59mins |
| 18-FRI | 7:54 | 12:14 | 12:17 | 5:01 | | 8hrs |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | | | | | | Holiday |
| 22-TUE | 7:46 | 12:06 | 12:10 | 5:20 | | 8hrs |
| 23-WED | 7:45 | 12:30 | 12:54 | 5:01 | | 8hrs |
| 24-THU | 6:53 | 11:59 | 12:05 | 4:59 | 2mins | 7hrs 58mins |
| 25-FRI | 7:52 | 12:02 | 12:11 | 5:00 | | 8hrs |
| 26-SAT | | | | | | Off |
| 27-SUN | | | | | | Off |
| 28-MON | | | | | | Holiday |
| 29-TUE | 7:52 | 11:58 | 12:11 | 5:14 | 2mins | 7hrs 58mins |
| 30-WED | 7:49 | 12:04 | 12:39 | 5:16 | | 8hrs |
| 31-THU | 6:57 | 12:15 | 1:00 | 5:00 | | 8hrs |

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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC
Department Head
Department of Agronomy

Philippines

UNIVERSITY

1, Leyte

Stamp of Date of Receipt

OR LEAVE

(First) (Middle)

Ulysses

Alas

5. SALARY (Monthly)

V

APPLICATION

6. b DETAILS OF LEAVE:

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) :

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6. d COMMUTATION

- ☒ Requested ☐ Not Requested

CAGASAN, ULYSSES A.

(Signature of Applicant)

NON APPLICATION

7. b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

DIONESIO M. BAÑOC
Department of Agronomy

7. d DISAPPROVED due to:

3. TULLIN

(Signature)
resident