

DAILY TIME RECORD

ALLAN A. RAMAL

(Name)

For the month of: December 2021Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	10:00	1:00	Saturday			
5	Sunday					
6	8:00	12:00	1:00	5:00		
7	W F H					
8	HOLIDAY					
9	W F H					
10	W F H					
11	10:00	1:00	Saturday			
12	Sunday					
13	8:00	12:00	1:00	5:00		
14	W F H					
15	W F H					
16	Typhoon ODETTE					
17	Typhoon ODETTE					
18	Saturday					
19	Sunday					
20	Typhoon ODETTE					
21	Typhoon ODETTE					
22	Calamity Leave					
23	Typhoon ODETTE					
24	Typhoon ODETTE					
25	Christmas Day					
26	Sunday					
27	Typhoon ODETTE					
28	Teacher's Leave					
29	Typhoon ODETTE					
30	HOLIDAY					
31	Teacher's Leave					

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

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3						
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6						
7						
8	Saturday					
9	Sunday					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	Saturday					
16	Sunday					
17	work from home					
18						
19						
20	sick leave					
21						
22	Saturday					
23	Sunday					
24	work from home					
25						
26						
27	sick leave					
28						
29	Saturday					
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31	WFH					

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ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

MARIA ROBELYN AURED-INSIK

(Name)

For the month of: JANUARY 2022

Official hours for arrival
and departureRegular days _____
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	S					
2	S					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	S					
9	S					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
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14	8:00	12:00	1:00	5:00		
15	S					
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19	8:00	12:00	1:00	5:00		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	S					
23	S					
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	SICK LEAVE					
27	8:00	12:00	1:00	5:00		
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29	S					
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ELIZABETH S. QUEVEDO

In - Charge

e Philippines
E UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

it) (First) (Middle)
IK MARIA ROBELYN AURED

STRUCTOR I 5. SALARY _____

APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) Fever, Headache

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

(Signature of Applicant)

ON ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit
(Authorized Officer)

7.D DISAPPROVED DUE TO:

TULIN
nt
Official)