

Civil Service Form No. 49

### **DAILY TIME RECORD**

ALLM A- RAMAL (Name)

For the month of: December 2021 Official hours for arrival Regular days \_ and departure Saturdays

| D      | -       | A.M.      | Р       | Р.М.      | UNDER | RTIME |
|--------|---------|-----------|---------|-----------|-------|-------|
| A<br>Y | 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      | Satura  | lay       |       |       |
| 5      | Sund    | ay        | 1       |           |       |       |
| 6      | 8:00    | 012:0     | 1:00    | 5:00      |       |       |
| 7      |         | H         |         |           |       | -     |
| 8      | HOU     | DRY       |         |           |       |       |
| 9      | WF      | 1         |         |           |       |       |
| 10     |         | 4         |         |           |       |       |
| 11     | 10:00   |           | Sahn    | day       |       |       |
| 12     | Sund    | ay        |         |           |       |       |
| 13     |         | 12:60     | 1:60    | 5:00      | 4     | Y     |
| 14     | WPH     |           |         |           | Dur   | 1     |
| 15     | W+      | H         |         |           | How   |       |
| 16     | 7 70    | phon      | O DETTI |           |       |       |
| 17     | J T     | 1 -12     |         |           |       |       |
| 18     | Safry   | road      |         |           |       |       |
| 19     | Suns    | dy        |         |           |       |       |
| 20     | 7       | 0         |         |           | Fi Fi |       |
| 21     | 1       |           | 1       |           |       |       |
| 22     | Cay     | lamily    | Leave   |           |       |       |
| 23     |         |           |         |           |       |       |
| 24     |         |           |         |           |       |       |
| 25     | Chris   | stmas     | Day     |           |       |       |
| 26     | Sund    | ay        |         |           |       |       |
| 27     | 7       |           |         |           |       |       |
| 28     | 110     | eachers   | Leave   |           |       |       |
| 29     |         |           |         |           |       |       |
| 30     | HOU     | IDAY      |         |           |       |       |
| 31     | Tear    | hers      | 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

Civil Service Form No. 49

### **DAILY TIME RECORD**

ALLAN A. RAMAL

Saturdays\_

| For the month of:      | December | 2021         |   |
|------------------------|----------|--------------|---|
| Official hours for arr | val      | Regular days | _ |
| and departure          | 1        | Saturdays    | _ |

| D  |         | A.M.      | Р        | .M.       | UND    | ERTIME |
|----|---------|-----------|----------|-----------|--------|--------|
| A  | Arrival | Departure | Arrival  | Departure | Hrs.   | Min.   |
| 1  | 8:00    | 12:00     | 1:00     | 5,00      |        |        |
| 2  | 8:00    | 12:00     | 1:00     | 5200      | 211    |        |
| 3  | 8:00    | 12:00     | 1:00     | 5:00      |        |        |
| 4  | 10:00   | 1:00      | Saturo   | lay       |        |        |
| 5  | 15 am   |           |          |           |        |        |
| 6  | 8:00    | 12:00     | 1:00     | 5:00      |        |        |
| 7  | WFA     |           |          |           |        |        |
| 8  | HOL     |           |          |           |        |        |
| 9  | WF      | <i>H</i>  |          |           |        |        |
| 10 | WF      | 1.15      | 0 - 1    |           |        |        |
| 11 | 16:00   | 1:00      | Satur    | as        | 2      | /      |
| 12 | Sund    |           | 11.00    | - a       | ) meny |        |
| 14 | WF      | 12:00     | 1:00     | 5:00      |        |        |
| 15 | WF      |           |          |           |        |        |
| 16 |         |           | Ole II a |           | _      |        |
| 17 | 15      | phan      | Oper     |           |        |        |
| 18 | Satu    | real      |          |           | _      |        |
| 19 | sun     | tal       |          |           |        |        |
| 20 | 7       | 0         |          |           |        |        |
| 21 |         |           |          |           |        |        |
| 22 | Car     | amily     | leave    |           | -      |        |
| 23 |         |           |          |           |        |        |
| 24 |         |           |          |           |        |        |
| 25 | Chris   | stnas 1   | M        |           |        |        |
| 26 | sund    | ay        |          |           |        |        |
| 27 | 72      | 1         |          |           |        |        |
| 28 | 119     | achers    | Loave    |           |        |        |
| 29 |         |           |          |           |        |        |
| 30 | H04     |           | 1        |           |        |        |
| 31 | 1 eac   | hers 2    | care     | ~         |        |        |

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

#### DAILY TIME RECORD

ALLIN A- RAMAL

(Name)

For the month of: Sanuary 2022

Official hours for arrival and departure

Regular days \_\_ Saturdays

| D           |         | A.M.      | P.      | М.        | UNDE | RTIME |
|-------------|---------|-----------|---------|-----------|------|-------|
| D<br>A<br>Y | Arrival | Departure |         | Departure | Hrs. | Min.  |
| 1           | New     | years L   | pay     | 1         |      |       |
| 2           | Sund    | ay        |         |           |      |       |
| 3           |         |           |         |           |      |       |
| 4           | (       | , (       |         |           |      |       |
| 5 -         | lea     | echer's   | Leave   |           |      |       |
| 6 .         |         |           |         |           |      |       |
| 7 '         | 7       |           |         |           |      |       |
| 8           | Satur   |           |         |           |      |       |
| 9           | Surs    | ay        |         |           |      |       |
| 10          | 8:10    | 12:00     | = 1:00  | 5:0       |      |       |
| 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    |           | M    | 0/    |
| 14          | 8:00    | 12:00     | 1:00    | 5:00      | The  | 4     |
| 15          | Sah     | Notay     |         |           | NV V |       |
| 16          | Sun     | day       |         |           |      |       |
| 17          | 7       | 0         | 11      |           |      |       |
| 18          | Wo      | ik from   | 1 Bross |           |      |       |
| 19          | 7       |           |         |           |      |       |
| 20          | 7 (1)   | h leav    |         |           |      |       |
| 21          |         |           |         |           |      |       |
| 22          | Satu    | roug      |         |           |      |       |
| 23          | Suns    | ay        |         |           |      |       |
| 24          | 7       |           | 11      |           |      |       |
| 25          | WU      | re fin    | fore    |           |      |       |
| 26          |         |           |         |           |      |       |
| 27          | 7 01    | h leave   |         |           |      |       |
| 28          | 7 94    | The same  |         |           |      |       |
| 29          | satu    | day       |         |           |      |       |
| 30          | Sumo    | al        |         |           |      |       |
| 31          | WF      | HO        |         |           |      |       |

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

### **DAILY TIME RECORD**

ALLAN A. RAMAL

(Name

| or the month of:        | January | 2022         |   |
|-------------------------|---------|--------------|---|
| Official hours for arri | val     | Regular days | _ |

and departure

Regular days \_ Saturdays

|    | 1       |           |         |           |       |         |
|----|---------|-----------|---------|-----------|-------|---------|
| D  | /       | A.M.      | P.      | M.        | UND   | ERTIME  |
| A  | Arrival | Departure | Arrival | Departure | Hre   | Min.    |
| Y  |         |           |         | Departure | 1110. | iviiii. |
| 1  | Nea     | Gears     | day     |           |       |         |
| 2  | Sund    | lay       |         |           |       |         |
| 3  | 7       |           |         |           |       |         |
| 4  |         | . 1       |         |           |       |         |
| 5  | 1 10    | achers    | Leave   |           |       |         |
| 6  |         |           |         |           |       |         |
| 7  |         |           |         |           |       |         |
| 8  | Jan     | reay      |         |           |       |         |
| 9  | Suna    | Lay       |         |           |       |         |
| 10 | 8:60    | 12:00     | 1:00    | 5:00      |       |         |
| 11 | 8:00    | 12:00     | 1:00    | 5:00      |       | 0/      |
| 12 | 8:00    | 12:00     | 1:00    | 5:00      | X D   | ered    |
| 13 | 8:0     | 12:0      | 1:0     | 5:00      | 7404  |         |
| 14 | 8:00    | 12: 6     | 1:00    | 5:10      |       |         |
| 15 | Satu    | day       |         |           |       |         |
| 16 | Jun     | Laigh     |         |           |       |         |
| 17 | 7       |           | - ,,    |           |       | (       |
| 18 | W       | ru ju     | n bon   |           |       |         |
| 19 | 4       |           |         |           |       |         |
| 20 | 7 0     | rate 1    |         |           |       |         |
| 21 | 70      | tck be    | -       | e         |       |         |
| 22 | Sat     | word      |         |           | 4     |         |
| 23 |         | ray       |         |           |       |         |
| 24 | 7       | 0         |         |           |       |         |
| 25 | 100     | re fun    | 2 Hone  |           |       |         |
| 26 |         | 0         |         |           |       |         |
| 27 | 7 0     | ch lea    | . 0     |           |       |         |
| 28 | 1 31    | ch wa     |         |           |       |         |
| 29 | Sapu    | road      |         |           |       |         |
| 30 | Silne   |           |         |           |       |         |
| 31 | WF      | H         |         |           |       |         |

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 prescriped office hours.

ELIZABETH S. QUEVEDO

In - Charge

## DAILY TIME RECORD

ALLIN A- RAMAL (Name)

For the month of: January 2022

Official hours for arrival and departure

Regular days Saturdays

| _      |         |           |                     |           |          |              |
|--------|---------|-----------|---------------------|-----------|----------|--------------|
| D      | <u></u> | A.M.      | P                   | Р.М.      | UNDER    | RTIM         |
| A<br>Y | Arrival | Departure | CO. Ser Mont Owners | Departure |          | Mir          |
| 1      | New     | Dears L   | Pay                 |           |          | _            |
| 2      | Sund    | ay        |                     |           |          |              |
| 3      | 7       | 0         |                     |           |          | _            |
| 4      | T       | , (       | 1                   |           |          | _            |
| 5      | lea     | icher's   | Leave               |           |          |              |
| 6      |         |           |                     |           |          |              |
| 7      | 70      | 1         |                     |           |          |              |
| 8      | Satur   |           |                     |           |          |              |
| 9      | Sura    | ay        |                     |           |          |              |
| 10     | 8:0     | 12:00     | -1:00               | 5:0       |          |              |
| 11     | 8:00    | 12:00     | 1:00                | 5:10      |          |              |
| 13     | 8:00    | 12:00     | 1:00                | 5:00      |          |              |
| 14     | 8:00    | 12:00     | 1:00                | 5:00      | $\alpha$ | 1/           |
| 15     | Sahn    | 12:00     | 1:00                | 5:00      | Mur      |              |
| 16     | Suns    |           |                     | /         | 1        |              |
| 17     | 7       | ay        |                     |           |          |              |
| 18     | 111/1   | h from    | Hose                |           | _        |              |
| 19     | 7       | 7701      | 67.1.70             |           |          |              |
| 20     | 7 001   | 1         |                     |           |          | _            |
| 21     | 3101    | leave     | -                   |           |          | _            |
| 22     | Satur   | Aug       |                     |           | _        | _            |
| 23     | Surga   | y         |                     |           | -        | $\dashv$     |
| 24     | 7       | 0         |                     |           |          | -            |
| 25     | wer     | le fim    | Ine                 |           | -        | $\dashv$     |
| 26     |         | ,         |                     |           |          | $-\parallel$ |
| 27     | 7 CFOL  | Carre     |                     |           |          | -            |
| 28 -   |         |           |                     |           |          | $\dashv$     |
| 29     | satura  |           |                     |           |          | -            |
| 30     | Sunda   | 4         |                     |           |          | $\dashv$     |
| 31     | WFH     | U         |                     |           |          | $\dashv$     |

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

## DAILY TIME RECORD

ALM A- RAMAL (Name)

For the month of:

January 2022

Official hours for arrival and departure

Regular days Saturdays\_

|          |                  | A.M.  |          |          | P.M.    |    | UNI | DERTIME |
|----------|------------------|-------|----------|----------|---------|----|-----|---------|
| A        |                  |       | eparture | Arrival  | Departu | re |     | Min.    |
| 1        |                  | ea d  | sears    | day      |         | 7  |     |         |
| 2        | Su               | nday  | 4        |          |         | 1  |     |         |
| 3        | 7                | -     | ,        |          | _       | +  |     |         |
| 4        |                  |       | . 1      |          |         | +  |     |         |
| 5        |                  | Gay   | hers     | Leave    | ,       | 1  |     |         |
| 6        |                  |       |          |          |         | 1  |     |         |
| 7        | 1                |       |          |          |         | 1  |     |         |
| 8        |                  | turbe |          |          |         | 1  |     |         |
| 9        | Su               | ndau  |          |          |         | 1  |     |         |
| 10       |                  |       | . 00     | 1:00     | 5:00    | 1  |     |         |
| 11       |                  |       | :00      | 1:00     | 5:00    |    | 0   | 0 /     |
| 12       | 0.               |       | 2:0      | 1:00     | 5,00    |    | 4   | rene    |
| 13       | 8:0              |       | 5:0      | 1:0      | 5:00    | V  | 40  |         |
| 14       | 8:0              | 2 /   | 2: 6     | 1:00     | 5:10    |    |     |         |
| 15<br>16 | Jan              | urda  | y        |          |         |    |     |         |
| 17       | Jun              | nday  | 6        |          |         |    |     |         |
| 18       | 17 ,,            | irk   | A        | n Ho     |         | L  |     |         |
| 19       | <del>    ~</del> | , via | 1        | 10 100   |         | L  |     |         |
| 20       | -                | +     | ,        |          |         | L  |     |         |
| 21       | 1 8              | rok   | 100      | ue       |         | L  |     |         |
| 22       |                  | ws    |          |          |         | L  | _   |         |
| 23       | Su               | roal  | 13       |          |         | L  | -   |         |
| 24       | -                | 6     | -        |          |         | -  | -   |         |
| 25       | IN               | ork   | fun      | Hone     |         | _  | -   |         |
| 26       |                  |       | 0        | - 10.000 |         | L  | -   |         |
| 27       | 7 0              | 100   | lea      | 200      |         | _  | +   |         |
| 28       | 7 01             | CIL   | leav     |          |         | _  | +   |         |
| 29       | Sapu             | roa   | 1        |          |         |    | +   |         |
| 30       | Sign             |       |          |          | 1       |    | +   |         |
| 31       | WF               | HO    |          |          |         |    | -   |         |

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

### **DAILY TIME RECORD**

# MARIA ROBELYN AURED-INSIK

(Name

| For the month of: JANUARY | 200 | 17 |
|---------------------------|-----|----|
|---------------------------|-----|----|

Official hours for arrival and departure

Regular days \_\_\_ Saturdays\_\_\_\_

| D  | A       | .М.       | Р       | .М.       | UNDER | RTIME |
|----|---------|-----------|---------|-----------|-------|-------|
| A  | Arrival | Departure | Arrival | Departure | Hrs.  | Min.  |
| 1  | 0       |           |         |           |       |       |
| 2  | 2       |           |         | 1         |       |       |
| 3  | 8:00    | 12:00     | 1:00    | 6:00      |       |       |
| 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  | 0       |           |         |           |       |       |
| 9  | 0       |           |         |           |       |       |
| 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    | 2:00      |       |       |
| 14 | 8:00    | 12:00     | 1:00    | 2:00      |       |       |
| 15 | 0       |           |         | 6         | Lau   | 1     |
| 16 | 5       |           |         | a         | Ne .  |       |
| 17 | 8:00    | 12:00     | 1:00    | 5:00      | _     |       |
| 18 | 8:00    | 12:00     | 1:00    | 5:00      |       |       |
| 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 | 0       |           |         |           |       |       |
| 23 | 5       |           |         |           |       |       |
| 24 | 8:00    | 12:00     | 1:00    | 5:00      |       |       |
| 25 | g:00    | 2:00      | 1:00    | 5:00      |       |       |
| 26 | SICK    | EAVE      |         |           |       |       |
| 27 | 8:00    | 12:00     | 1:00    | 5:00      |       |       |
| 28 | 8:00    | 12:00     | 1:00    | 5:00      |       |       |
| 29 | C       |           |         |           |       |       |
| 30 | 7       |           |         |           |       |       |
| 31 | WFH     |           |         |           |       |       |

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

e Philippines E UNIVERSITY / City, Leyte

Official)

Stamp of Date of Receipt

## I FOR LEAVE

| PI   | ICATION                                       |
|------|---|
| _    | 3 DETAILS OF LEAVE                            |
| 0.6  |   |
|      | 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)                             |
| 1    | In case of Study Leave:                       |
|      | Completion of Master's Degree                 |
|      | BAR/Board Examination Review                  |
|      | Other purpose:  Monetization of Leave Credits |
|      | Terminal Leave                                |
| -    |   |
| 6.1  | Not Requested                                 |
|      | Requested                                     |
|      | (Signature of Applicant)                      |
| N OI | APPLICATION                                   |
| 7.1  | B RECOMMENDATION                              |
|      | For approval                                  |
|      | For disapproval due to                        |
| 1    | amany   |
|      | ELIZABETH S. QUEVEDO                          |
|      | Office/Dept /Unit                             |
|      | (Authorized Öfficer)                          |
| 7.   | D DISAPPROVED DUE TO:                         |
|      |   |
|      |   |