

**DAILY TIME RECORD****SACRO, CELSO F.**  
(NAME)For the month of  
**January 1 - 31, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:58	12:02	12:49	5:05		8hrs
4-WED						FL
5-THU	7:53	12:00	12:53	5:08		8hrs
6-FRI	7:48	12:00	12:55	5:04		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:19	12:05	1:01	5:36	20mins	7hrs 40mins
10-TUE	7:40	12:00	12:57	5:04		8hrs
11-WED						SPL
12-THU	8:05	12:01	12:55	5:03	5mins	7hrs 55mins
13-FRI	7:58	12:00	12:57	5:05		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:53	12:00	12:53	5:13		8hrs
17-TUE	7:57	12:03	12:48	5:32		8hrs
18-WED	7:50	12:01	12:02	5:32		8hrs
19-THU	7:55	12:01	12:52	5:05		8hrs
20-FRI	8:03	12:01	12:54	5:13	3mins	7hrs 57mins
21-SAT						Off
22-SUN						Off
23-MON	7:54	12:00	12:57	5:28		8hrs
24-TUE	7:21	12:00	12:56	5:37		8hrs
25-WED	7:43	12:00	12:01	7:01		8hrs
26-THU	7:37	12:00	12:01	7:00		8hrs
27-FRI	7:44	12:06	12:07	5:04		8hrs
28-SAT		12:54		5:12		
29-SUN						Off
30-MON	7:32	12:02	12:03	5:19		8hrs
31-TUE	7:46	12:03	12:04	5:07		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.

**CELSO F. SACRO**

VERIFIED as to prescribed office hours

**QUEEN-EVER Y. ATUPAN**Department Head  
Office of the Cashier

the Philippines

**TE UNIVERSITY**

y City, Leyte

Stamp of Date of Receipt

**ON FOR LEAVE**

(First)	(Middle)
<b>Celso</b>	<b>Frades</b>
5. SALARY (Monthly)	
ative Aide VI	
<b>APPLICATION</b>	
6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <div style="text-align: center;"> <b>SACRO, CELSO F.</b>          (Signature of Applicant)       </div>	

**ION ON APPLICATION**

7.b RECOMMENDATION:	
<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:	
<div style="text-align: center;"> <b>QUEEN-EVER Y. ATUPAN</b>          Office of the Cashier       </div>	
7.d DISAPPROVED due to:	

**JOE TULIN**