

DAILY TIME RECORD **LONGATANG, KLEER JEANN G.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:52	12:31	12:53	5:33		8hrs
4-TUE	7:44	12:06	12:38	5:41		8hrs
5-WED	7:01	12:06	12:23	5:20		8hrs
6-THU	7:39	12:09	12:36	6:13		8hrs
7-FRI	7:29	12:21	12:51	5:58		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:41	12:33	12:54	5:18		8hrs
11-TUE	7:40	12:09	12:37	5:30		8hrs
12-WED	6:48	12:16	12:40	5:39		8hrs
13-THU	6:52	12:24	12:57	10:40		8hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE	7:53	12:10	12:50	5:31		8hrs
19-WED	7:30	12:10	12:50	5:30		8hrs
20-THU						Holiday
21-FRI	7:51	12:10	12:40	5:30		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:40	12:01	12:37	6:01		8hrs
25-TUE	8:04	12:08	12:47	5:05		8hrs
26-WED	7:52	12:10	12:50	5:21		8hrs
27-THU	7:42	12:05	12:50	5:32		8hrs
28-FRI	8:06	2:22	1:00	2:22		SUSPENDED 1:00 pm 7:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
 Institute of Tropical Ecology & Envi. Mgmt.

Philippines

UNIVERSITY

, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Kleer Jeann	Galgo
	5. SALARY (Monthly)
r I	
PLICATION	
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	
<p align="center">LONGATANG, KLEER JEANN G.</p> <p align="center">(Signature of Applicant)</p>	
N APPLICATION	
7.b RECOMMENDATION:	
<input type="checkbox"/> For Approval	
<input type="checkbox"/> For Disapproval due to:	
<p align="center">JIMMY O. POGOSA</p> <p align="center">Institute of Tropical Ecology & Envi. Mgmt.</p> <p align="right">10/11/22</p>	
7.d DISAPPROVED due to:	
<p>ILIN</p> <p>(Signature) ent</p> <p align="right">10/11/22</p>	