


DAILY TIME RECORD
ASIO, LUZ G.
(NAME)


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

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-----|-------|
| | IN | OUT | IN | OUT | | |
| 1-WED | 7:25 | 12:03 | 12:12 | 5:15 | | 8hrs |
| 2-THU | | | | | | SPL |
| 3-FRI | 6:40 | 12:11 | 12:26 | 5:12 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 7:12 | 12:02 | 12:48 | 5:24 | | 8hrs |
| 7-TUE | 7:45 | 12:06 | 12:58 | 5:06 | | 8hrs |
| 8-WED | 7:03 | 12:02 | 12:07 | 5:33 | | 8hrs |
| 9-THU | 7:17 | 12:10 | 12:12 | 5:19 | | 8hrs |
| 10-FRI | 7:44 | 12:46 | 12:46 | 5:11 | | 8hrs |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:43 | 12:43 | 12:45 | 5:01 | | 8hrs |
| 14-TUE | 7:32 | 12:19 | 12:53 | 5:03 | | 8hrs |
| 15-WED | 7:30 | 12:07 | 12:10 | 5:16 | | 8hrs |
| 16-THU | 6:53 | 12:04 | 12:11 | 5:30 | | 8hrs |
| 17-FRI | 7:01 | 12:06 | 12:59 | 5:27 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 7:45 | 12:06 | 12:10 | 5:06 | | 8hrs |
| 21-TUE | 7:27 | 12:04 | 12:04 | 5:03 | | 8hrs |
| 22-WED | 7:31 | 12:02 | 12:05 | 5:21 | | 8hrs |
| 23-THU | 7:45 | 12:12 | 12:13 | 5:08 | | 8hrs |
| 24-FRI | 7:40 | 12:05 | 12:20 | 5:29 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:18 | 12:03 | 12:08 | 5:20 | | 8hrs |
| 28-TUE | 7:29 | 12:13 | 12:14 | 5:41 | | 8hrs |
| 29-WED | 7:22 | 12:04 | 12:10 | 5:36 | | 8hrs |
| 30-THU | | | | | | SPL |
| 31-FRI | 7:49 | 12:25 | 12:25 | 5:20 | | 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.


LUZ G. ASIO

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS
Department Head
Department of Agronomy

ate Generated: Apr/12/2023 07:47:42

e Philippines

E UNIVERSITY
City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

| | |
|---------------------|-----------------|
| (First) | (Middle) |
| Luz | Geneston |
| 5. SALARY (Monthly) | |
| Professor II | |

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

☒ Within the Philippines : **Tacloban**

☐ 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

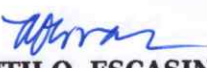

ASIO LUZ G.
(Signature of Applicant)

N ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:


RUTH O. ESCASINAS
Department of Agronomy

7.d DISAPPROVED due to:

TULIN

(Printed Name and Signature)
University President