

**DAILY TIME RECORD**  
**FELIX M. SALAS**  
 (NAME)

For the month of April 2022

Official hours for arrival (Regular days: \_\_\_\_\_)

And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	13:00	17:10		
2	10:00			13:00		
3		SUNDAY				
4	7:30	12:00	13:00	17:05		
5	8:00	12:00	13:00	17:00		
6	8:00	12:00	13:00	17:10		
7	8:00	12:00	13:00	17:10		
8	8:00	12:00	13:00	17:00		
9	10:00			13:00		
10		SUNDAY				
11		WORK SUSPENDED				
12		WORK SUSPENDED				
13		WORK SUSPENDED				
14		HOLIDAY				
15		HOLIDAY				
16		SATURDAY				
17		SUNDAY				
18	8:00	12:00	13:00	17:00		
19	8:00	12:00	13:00	17:00		
20	8:00	12:00	13:00	17:00		
21		Calamity Leave				
22		Calamity Leave				
23	10:00			13:00		
24		SUNDAY				
25	7:30	12:00	13:00	17:10		
26	8:00	12:00	13:00	17:00		
27	8:00	12:00	13:00	17:00		
28		Calamity Leave				
29		Calamity Leave				
30	10:00			13:00		
31						

**TOTAL**

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily 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  
 y City, Leyte

Stamp of Date of Receipt

**I FOR LEAVE**

st) (First) (Middle)

S FELIX M.

Prof. V

**F 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) \_\_\_\_\_

*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

**FELIX M. SALAS**

(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:**

**E. TULIN**  
 lent

(Official)