

DAILY TIME RECORD **CENTINO, ZYRA MAY H.** (NAME)

For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:17	12:09	12:48	6:04		8hrs
2-THU	8:22	12:32	12:45	5:51		8hrs
3-FRI	7:30	12:05	12:44	5:32		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:11	12:04	12:18	5:43		8hrs
7-TUE	8:30	12:00	12:55	6:15		8hrs
8-WED	8:31	12:11	1:00	5:30	1min	7hrs 59mins
9-THU	8:27	12:10	12:38	6:28		8hrs
10-FRI	8:24	12:04	12:37	5:44		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:32	12:27	12:47	7:01	2mins	7hrs 58mins
14-TUE	8:22	12:18	12:51	6:34		8hrs
15-WED	8:21	12:17	12:54	6:36		8hrs
16-THU	8:11	12:15	12:53	6:29		8hrs
17-FRI						FL
18-SAT						Off
19-SUN						Off
20-MON	8:32	12:07	12:32	5:48	2mins	7hrs 58mins
21-TUE	8:10	12:48	1:03	5:49	3mins	7hrs 57mins
22-WED	8:27	12:09	12:49	5:58		8hrs
23-THU	8:27	12:03	12:46	6:10		8hrs
24-FRI	8:00	12:00	12:50	5:46		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:27	12:08	12:33	6:27		8hrs
28-TUE						OB

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.

ZYRA MAY H. CENTINO

VERIFIED as to prescribed office hours

ERNESTO F. BULAYOG
MOISES NEIL V. SERINO

College Dean
College of Management & Economics

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Zyra May

Homes

5. SALARY (Monthly)

Professor III

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ 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

CENTINO, ZYRA MAY H.
(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

ERNESTO F. BULAYOG
Department of Economics

7.d DISAPPROVED due to:

TULIN

(Signature)
resident