

Civil Service Form No. 49

DAILY TIME RECORD

Allan A. Ramal
(NAME)

For the month of February 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	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	SS					
6	SS					
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	SS					
13	SS					
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	SS					
20	SS					
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	SS					
27	SS					
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		
31	8:00	12:00	1:00	5:00		

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

Civil Service Form No. 49

DAILY TIME RECORD

Allan A. Ramal
(NAME)

For the month of March 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	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	SS					
6	SS					
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	SS					
13	SS					
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	SS					
20	SS					
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	SS					
27	SS					
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		
31	8:00	12:00	1:00	5:00		

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

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Stamp of Date of Receipt

R LEAVE

Civil Service Form No. 49

DAILY TIME RECORD

Allan A. Ramal
(NAME)

For the month of April 2022

Official hours for arrival (Regular days: _____)
And Departure (Saturdays: _____)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	SS					
3	SS					
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	SS					
10	SS					
11	Suspended work				Due to TS Action	
12	Suspended work					
13	Suspended work					
14	HOLIDAY					
15	HOLIDAY					
16	SS					
17	SS					
18	Calamity Leave				See filed leave	
19	Calamity Leave					
20	Calamity Leave					
21	Calamity Leave					
22	Calamity Leave					
23	SS					
24	SS					
25	8:00	12:00	1:00	5:00		Calamity
26	8:00	12:00	1:00	5:00		Difficult
27	8:00	12:00	1:00	5:00		Activities
28	8:00	12:00	1:00	5:00		of the USU
29	8:00	12:00	1:00	5:00		Anniversary
30	SS					
31	SS					

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.

Chmy
VERIFIED as to the prescribed office hours

Chmy
In-Charge

(First) (Middle)

ALLAN A.

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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 _____

COMMUTATION

Not Requested _____

Requested _____

Chmy
ALLAN A. RAMAL
(Signature of Applicant)

APPLICATION

RECOMMENDATION

For approval _____

For disapproval due to _____

Chmy
ELIZABETH S. QUEVEDO
Office/Dept./Unit
(Authorized Officer)

DISAPPROVED DUE TO:
