

DAILY TIME RECORD

Name: KARL JOHN A. GALVEZ
 For the month of March 1-31, 2022
 Official hour for (Regular days)
 Arrival: Departure (Saturdays)

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:30	12:00	1:00	5:00		
2	8:30	12:00	1:00	5:00		
3	8:30	12:00	1:00	5:00		
4	8:30	12:00	1:00	5:00		
5			Saturday			
6			Sunday			
7	8:30	12:00	1:00	5:00		
8	8:05	12:00	1:00	5:00		
9	8:30	12:00	1:00	5:00		
10	8:15	12:00	1:00	5:00		
11	8:10	12:00	1:00	5:00		
12			Saturday			
13			Sunday			
14	8:10	12:00	1:00	5:00		
15	8:05	12:00	1:00	5:00		
16	8:15	12:00	1:00	5:00		
17	7:24	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19			Saturday			
20			Sunday			
21	8:00	12:00	1:00	5:00		
22	8:20	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	7:20	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26			Saturday			
27			Sunday			
28			leave			
29			leave			
30	8:15	12:00	1:00	5:00		
31	8:30	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.

KARL JOHN A. GALVEZ

MARIA HAZEL I. BELLEZAS
 In-Charge

e Philippines
 E UNIVERSITY
 y City, Leyte

Stamp of Date of Receipt

I FOR LEAVE

Last (First) (Middle)
 Galvez Karl John A.
 Instructor I 5. SALARY

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
KARL JOHN A. GALVEZ
 (Signature of Applicant)

ON ON APPLICATION

7.B RECOMMENDATION
 For approval
 For disapproval due to
MARIA HAZEL I. BELLEZAS
 Office/Dept./Unit
 (Authorized Officer)

7.D DISAPPROVED DUE TO:

TULIN