

# **DAILY TIME RECORD** **DELA PEÑA, WENCES REY B.**

(NAME)

For the month of  
**January 1 - 31, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						SLP
3-FRI	7:48	12:03	1:00	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	12:05	5:17		8hrs
7-TUE	8:00	12:00	12:02	5:15		8hrs
8-WED	8:00	12:03	12:06	5:18		8hrs
9-THU	7:57	12:06	12:08	5:18		8hrs
10-FRI	8:04	12:02	12:03	5:10	4mins	7hrs 56mins
11-SAT						Off
12-SUN						Off
13-MON	8:19	12:02	12:03	5:23	19mins	7hrs 41mins
14-TUE	8:15	12:06	12:13	5:15	15mins	7hrs 45mins
15-WED	8:06	12:04	12:08	5:30	6mins	7hrs 54mins
16-THU	8:10	12:00	12:05	5:51	10mins	7hrs 50mins
17-FRI	8:02	12:06	12:15	5:05	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON	7:57	12:05	12:13	5:05		8hrs
21-TUE	7:57	12:04	12:12	5:08		8hrs
22-WED	8:06	12:04	12:05	6:25	6mins	7hrs 54mins
23-THU	7:59	12:18	12:19	7:37		8hrs
24-FRI	7:59	12:03	12:05	5:21		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:05	12:07	5:55		8hrs
28-TUE	7:20	12:27	12:36	5:07		8hrs
29-WED						Holiday
30-THU	8:00	12:00	12:02	5:09		8hrs
31-FRI	7:55	12:00	12:56	5:02		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.

**WENCES REY B. DELA PEÑA**

VERIFIED as to prescribed office hours

**LUZ G. ASIO**

Department Head  
Department of Agronomy

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)	(Middle)
<b>Wences Rey</b>	<b>Basilad</b>
	5. SALARY (Monthly)
Factor III	

## **APPLICATION**

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

☒ Within the Philippines : Home

☐ 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

**DELA PEÑA, WENCES REY B.**

(Signature of Applicant)

## **ON APPLICATION**

7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

**LUZ G. ASIO**

Department of Agronomy

7.d DISAPPROVED due to:

**G. YEPES**

(and Signature)  
President