

Civil Service Form 48

DAILY TIME RECORD **DUATIN, FLORA MIA Y.** **(NAME)**

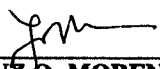
For the month of
January 1 - 31, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	8:07	12:01	12:20	5:08	7mins	7hrs 53mins
4-WED			12:15	6:00	3hrs	5hrs
5-THU	8:00	12:20	12:23	5:01		8hrs
6-FRI	7:59	12:02	12:11	5:00		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:12	12:18	12:33	5:30	12mins	7hrs 48mins
10-TUE	7:58	12:19	12:35	5:07		8hrs
11-WED	9:01	12:09	12:29	6:01	10mins	7hrs 59mins
12-THU						VL
13-FRI	8:19	12:19	12:39	5:02	19mins	7hrs 41mins
14-SAT						Off
15-SUN						Off
16-MON	7:59	12:12	12:15	5:09		8hrs
17-TUE	7:59	12:17	12:21	5:04		8hrs
18-WED	9:00	12:21	12:26	6:04		8hrs
19-THU	8:05	12:03	12:08	5:04	5mins	7hrs 55mins
20-FRI	8:15	12:22	12:23	5:13	15mins	7hrs 45mins
21-SAT						Off
22-SUN						Off
23-MON	7:54	12:14	12:16	5:11		8hrs
24-TUE	7:59	12:34	12:38	5:15		8hrs
25-WED	8:57	12:18	12:28	6:01		8hrs
26-THU	7:38	12:53	12:54	5:02		8hrs
27-FRI			12:40	5:05	3hrs 35mins	4hrs 25mins
28-SAT						Off
29-SUN						Off
30-MON	8:03	12:55	12:56	5:20		8hrs
31-TUE	8:03	12:09	12:10	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.


FLORA MIA Y. DUATIN

VERIFIED as to prescribed office hours


LUZO. MORENO
 Department Head
 National Abaca Research Center

Date Generated: Feb/10/2023 09:46:15

Philippines

UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Flora Mia	Yulores
	5. SALARY (Monthly)
rofessor 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



DUATIN, FLORA MIA Y.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:


ROMEL B. ARMECIN
 National Abaca Research Center

7.d DISAPPROVED due to:


E. TULIN

(Signature)
 President