

Civil Service Form 48

DAILY TIME RECORD**OCON, FELIX L.**

(NAME)

For the month of

January 1 - 31, 2023Official 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	12:30	12:37	5:02	7mins	7hrs 53mins
4-WED	7:33	12:09	12:43	6:30		8hrs
5-THU	7:59	12:23	12:40	5:04		8hrs
6-FRI	7:40	12:25			4hrs	4hrs
7-SAT						Off
8-SUN						Off
9-MON						SL
10-TUE	7:45	12:46	12:45	5:03		8hrs
11-WED	7:09	12:05	12:10	5:18		8hrs
12-THU	8:02	12:28	12:29	5:00	2mins	7hrs 58mins
13-FRI	7:42	12:08	12:35	5:01		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:43	12:21	12:22	5:00		8hrs
17-TUE	7:53	12:22	12:30	5:20		8hrs
18-WED	7:27	12:09	12:28	5:05		8hrs
19-THU	7:39	12:00	1:06	5:47	6mins	7hrs 54mins
20-FRI	7:37	12:12	12:16	5:01		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:17	12:38	12:34	5:08		8hrs
24-TUE	7:22	12:33	1:00	5:00		8hrs
25-WED	7:26	12:19	12:29	5:02		8hrs
26-THU	7:46	12:15	12:33	5:01		8hrs
27-FRI	7:08	12:03	12:25	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:50	12:05	12:32	5:00		8hrs
31-TUE	7:55	12:10	12:43	5:01		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.

FELIX L. OCON

VERIFIED as to prescribed office hours

ROMEL B. ARMECINDepartment Head
National Abaca Research Center

the Philippines

TE UNIVERSITY

y City, Leyte

Stamp of Date of Receipt

IN FOR LEAVE

(First)	(Middle)
Felix	Lleve
	5. SALARY (Monthly)
earch Assistant	

APPLICATION

iver	6.b DETAILS OF LEAVE:
	<p>In case of vacation/Special Privilege leave:</p> <p><input type="checkbox"/> Within the Philippines :</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>personal</u></p> <p>In case of Special Leave Benefits for Women:</p> <p>(Specify Illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
	6.d COMMUTATION
	<p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p>OCON, FELIX L.</p> <p>(Signature of Applicant)</p>

ON ON APPLICATION

	7.b RECOMMENDATION:
	<p><input checked="" type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p>ROMEL B. ARMECIN</p> <p>National Abaca Research Center</p>
	7.d DISAPPROVED due to:

E. TULIN(Signature)
President