

## DAILY TIME RECORD

NORBERTO M. MANAGBANAG

(Name)

For the month of: MARCH 1-31, 2022Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	5:15	10:40	1:15	5:30		
2		LEAVE				
3						
4	5:10	10:45	1:20	5:30		
5	S			S		
6						
7	5:15	10:45	1:20	5:30		
8	5:20	10:40	1:15	5:30		
9	5:15	10:45	1:15	5:30		
10	5:15	10:40	1:20	5:30		
11	5:15	10:40	1:20	5:30		
12	S			S		
13						
14	5:15	10:40	1:15	5:30		
15	5:10	10:50	1:20	5:30		
16	5:15	10:55	1:15	5:30		
17	5:15	10:50	1:15	5:30		
18	5:10	10:45	1:20	5:30		
19	S			S		
20						
21	5:10	10:55	1:15	5:30		
22	5:10	10:50	1:20	5:30		
23	5:15	10:50	1:15	5:30		
24	5:15	10:55	1:20	5:30		
25	5:15	10:50	1:20	5:30		
26	S			S		
27						
28	5:10	10:50	1:15	5:30		
29	5:15	10:45	1:15	5:30		
30	5:15	10:50	1:20	5:30		
31	5:10	10:45	1:15	5:30		

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

Philippines  
UNIVERSITY  
, Leyte

Stamp of Date of Receipt

## FOR LEAVE

(First)	(Middle)
AG	M.
NORBERTO	
Aide 1	
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 _____	
NORBERTO M. MANAGBANAG	
(Signature of Applicant)	

## ON APPLICATION

## 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

## 7.D DISAPPROVED DUE TO:

ULIN

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