

Civil Service Form 48

DAILY TIME RECORD **VILLOCINO, ANDREO P.** (NAME)

For the month of
July 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	6:27	12:13	12:30	5:53		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:49	12:08	12:27	5:09		8hrs
5-TUE	6:40	12:21	12:45	5:11		8hrs
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	7:25	12:43	12:53	5:08		8hrs
12-TUE	6:11	12:37	12:42	5:42		8hrs
13-WED						OB
14-THU	5:31	12:16	12:48	5:30		8hrs
15-FRI	7:39	12:45	12:58	5:23		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:06	12:05	12:39	5:10	6mins	7hrs 54mins
19-TUE						OB
20-WED						OB
21-THU	8:02	12:46	1:00	5:00	2mins	7hrs 58mins
22-FRI	8:00	12:00	1:00	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON						OB
26-TUE	7:02	12:00	12:32	5:02		8hrs
27-WED	6:51	12:00	1:00	6:06		8hrs
28-THU	8:00	12:00			4hrs	4hrs
29-FRI	7:53	12:34	12:45	5:10		8hrs
30-SAT						Off
31-SUN						Off

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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
Department of Agronomy

Date Generated: Jan/26/2023 08:27:00

Philippines

UNIVERSITY
ty, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Andreo	Palapar
	5. SALARY (Monthly)
Aide III	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : stomach pain

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

VILLOCINO, ANDREO P.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

RUTH O. ESCASINAS

Department of Agronomy

7.d DISAPPROVED due to:

TULIN

Signature)
Ident