

Civil Service Form 48

**DAILY TIME RECORD****CAGASAN, ULYSSES A.**

(NAME)

For the month of

**November 1 - 30, 2024**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	7:05	12:00	1:00	5:00		8hrs
5-TUE	8:00	12:00	12:03	5:00		8hrs
6-WED	6:57	12:00	12:01	5:15		8hrs
7-THU	6:53	12:00	12:03	5:10		8hrs
8-FRI	7:42	12:02	12:04	5:59		8hrs
9-SAT						Off
10-SUN						Off
11-MON	6:59	12:01	12:07	6:54		8hrs
12-TUE	7:39	12:01	12:02	5:24		8hrs
13-WED	7:53	12:01	12:03	5:12		8hrs
14-THU	6:57	12:07	12:07	5:03		8hrs
15-FRI	7:46	12:09	12:15	3:24		6hrs 24mins SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	7:44	12:01	12:02	5:15		8hrs
19-TUE	7:33	12:02	12:04	5:02		8hrs
20-WED	6:58	12:09	12:13	5:00		8hrs
21-THU						FL
22-FRI						SPL
23-SAT						Off
24-SUN						Off
25-MON	7:02	12:08	12:10	5:00		8hrs
26-TUE	7:22	12:00	12:02	5:01		8hrs
27-WED	7:59	12:36	12:37	5:13		8hrs
28-THU	7:51	12:40	12:41	5:21		8hrs
29-FRI	7:56	12:08	12:17	4:49	11mins	7hrs 49mins
30-SAT						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.

**ULYSSES A. CAGASAN**

VERIFIED as to prescribed office hours

**LUZ G. ASIO**Department Head  
Department of Agronomy

Date Generated: Dec/06/2024 10:04:01

Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>Ulysses</b>	<b>Alas</b>
	5. SALARY (Monthly)
or VI	

**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) :

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

**CAGASAN, ULYSSES A.**

(Signature of Applicant)

**NON 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