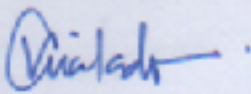


DAILY TIME RECORD **VALENZONA, VALERIE C.** (NAME)

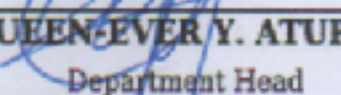
For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						VL
2-FRI	8:03	12:03	12:05	8:15	3mins	7hrs 57mins
3-SAT	8:55	11:16				2hrs 21mins
4-SUN			2:37	5:35		2hrs 58mins
5-MON	7:55	12:06	12:11	9:09		8hrs
6-TUE	7:48	12:16	1:00	9:13		8hrs
7-WED	7:50	12:03	12:04	5:33		8hrs
8-THU			2:09	6:13		4hrs 4mins
9-FRI	7:55	12:04	12:06	7:22		8hrs
10-SAT						Off
11-SUN						Off
12-MON	8:00	12:16	12:17	6:23		8hrs
13-TUE						SL
14-WED	7:47	12:11	12:13	5:39		8hrs
15-THU	7:49	12:05	12:07	6:02		8hrs
16-FRI			1:00	5:41		4hrs (VL half day)
17-SAT						Off
18-SUN						Off
19-MON						SL
20-TUE	8:04	12:03	12:06	6:31	4mins	7hrs 56mins
21-WED						VL
22-THU	8:18	12:02	12:04	5:59	18mins	7hrs 42mins
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON	8:08	12:05				3hrs 57mins
27-TUE	8:08	12:04	12:06	7:16	8mins	7hrs 52mins
28-WED	8:27	12:06	12:09	11:09	27mins	7hrs 33mins
29-THU	7:50	12:29	12:41	5:30		8hrs
30-FRI	10:46	12:15	1:41	3:20		3hrs 8mins
31-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.


VALERIE C. VALENZONA

VERIFIED as to prescribed office hours


QUEEN-EVER Y. ATUPAN
Department Head
Office of the Cashier

Date Generated: Jan/18/2023 09:12:01

Philippines

UNIVERSITY

ty, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Valerie

Circulador

5. SALARY (Monthly)

Aide IV

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : personal
☐ 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


VALENZONA, VALERIE C.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:


QUEEN-EVER Y. ATUPAN

Office of the Cashier

7.d DISAPPROVED due to:


TULIN

(Signature)
President