

Civil Service Form 48

DAILY TIME RECORD
MARAÑAN, CLEMENTE N. JR.
 (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:58	12:00	12:16	5:21		8hrs
2-TUE	8:07	12:01	12:14	5:09	7mins	7hrs 53mins
3-WED	7:42	12:00	12:13	5:32		8hrs
4-THU	8:02	12:01	12:15	5:11	2mins	7hrs 58mins
5-FRI	7:42	12:01	12:13	5:06		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:01	12:01	12:12	5:11	1min	7hrs 59mins
9-TUE	7:55	12:02	12:13	5:36		8hrs
10-WED	8:02	12:03	12:16	5:45	2mins	7hrs 58mins
11-THU	8:00	12:15	12:09	5:15	4hrs	4hrs
12-FRI	6:40	12:04	12:11	5:51		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:50	12:00	12:43	5:13		8hrs
16-TUE	7:29	12:00	12:58	5:09		8hrs
17-WED						VL
18-THU	7:56	12:00	12:10	5:14		8hrs
19-FRI	6:08	12:01	12:06	5:12		8hrs
20-SAT						Off
21-SUN						Off
22-MON	6:50	12:00	12:11	5:16		8hrs
23-TUE	6:25	12:00	12:14	5:10		8hrs
24-WED	6:17	12:02	12:12	5:05		8hrs
25-THU	6:04	12:01	12:14	5:06		8hrs
26-FRI	6:35	12:04	12:12	5:23		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	6:12	12:03	12:15	5:12		8hrs
31-WED	6:25	12:05	12:18	5:10		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.


CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Date Generated: Oct/19/2022 10:59:50

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Clemente	Nayre
	5. SALARY (Monthly)
Active Aide I	

APPLICATION**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : family gathering
☐ 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


MARAÑAN, CLEMENTE N. JR.

(Signature of Applicant)

RECOMMENDATION ON APPLICATION**7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:


RUTH O. ESCASINAS

Department of Agronomy

7.d DISAPPROVED due to:

E. TULIN

(Signature)
 resident

FL-22-57