

DAILY TIME RECORD
PAGALAN, LILIBETH VICTORIA V.
 (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	7:51	12:15	12:25	7:45		8hrs
2-FRI	7:12	12:05	12:15	5:12		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:40	12:22	12:26	10:07		8hrs
6-TUE	7:48	12:16	12:27	8:51		8hrs
7-WED	7:54	12:22	12:33	10:19		8hrs
8-THU						Holiday
9-FRI	8:02	12:09	12:29	10:56	2mins	7hrs 58mins
10-SAT						Off
11-SUN						Off
12-MON	7:51	12:05	12:40	10:31		8hrs
13-TUE	7:55	12:02	12:11	10:28		8hrs
14-WED	7:57	12:08	12:10	10:41		8hrs
15-THU	7:53	12:05	12:16	9:12		8hrs
16-FRI	8:10	12:45	12:47	7:29	10mins	7hrs 50mins
17-SAT						Off
18-SUN						Off
19-MON						FL
20-TUE						FL
21-WED						FL
22-THU						FL
23-FRI						FL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						SPL
28-WED						SPL
29-THU						SPL
30-FRI						Holiday
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.


LILIBETH VICTORIA V. PAGALAN

VERIFIED as to prescribed office hours


DHENBER C. LUSANTA
 Department Head
 Farm Resource Management Institute

ate Generated: Jan/23/2023 04:45:59

Philippines

UNIVERSITY
 Leyte

Stamp of Date of Receipt

OR LEAVE

st)	(Middle)
beth Victoria	Valenzona
	5. SALARY (Monthly)
Aide IV	

PLICATION

DETAILS OF LEAVE:

ase of vacation/Special Privilege leave:
 Within the Philippines : Davao
 Abroad (Pls. Specify) :

ase of Sick leave:
 In Hospital (Pls. Specify) :
 Out Patient (Pls. Specify) :

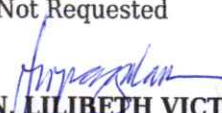
ase of Special Leave Benefits for Women:
 (Specify Illness)

ase of Study leave:
 BAR/Board Examination Review
 Completion of Master's Degree
 Completion of Doctorate Degree
 Completion of PHD Degree

r purpose:
 Monetization of Leave Credits
 Terminal Leave

COMMUTATION

Requested ☐ Not Requested



PAGALAN, LILIBETH VICTORIA V.
 (Signature of Applicant)

APPLICATION

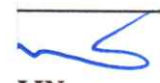
RECOMMENDATION:

For Approval

For Disapproval due to:


DHENBER C. LUSANTA
 Ecological Farm Resource & Management Institute

DISAPPROVED due to:


LIN
 (Signature)
 nt 1/19/23