

Civil Service Form 48

DAILY TIME RECORD**ALCOBER, ED ALLAN L.**

(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	12:02	12:47	5:08		8hrs
2-FRI	7:44	12:01	12:27	5:00		8hrs
3-SAT						Off
4-SUN						Off
5-MON	8:03	12:02	12:45	5:05	3mins	7hrs 57mins
6-TUE						Absent Please see
7-WED						SL offered leave form
8-THU						Holiday
9-FRI	8:02	12:00	1:02	5:02	4mins	7hrs 56mins
10-SAT						Off
11-SUN						Off
12-MON						SL
13-TUE	7:52	12:00	12:41	5:05		8hrs
14-WED	7:33	12:03	12:48	8:30		8hrs
15-THU	7:43	12:00	12:43	5:02		8hrs
16-FRI	8:29	12:06	12:30	5:04	29mins	7hrs 31mins
17-SAT						Off
18-SUN						Off
19-MON	7:57	12:01	12:50	5:12		8hrs
20-TUE						FL
21-WED						FL
22-THU						CDO
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						CDO
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.

ED ALLAN L. ALCOBER

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Ed Allan**Llano**

5. SALARY (Monthly)

Professor II

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) : Home

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

ALCOBER, ED ALLAN L.

(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:**E. TULIN**

(Signature)
 President