

DAILY TIME RECORD**PEÑA, SANTIAGO T. JR.**

(NAME)

For the month of
December 1 - 31, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:50	12:00	1:00	5:00		Absent
2-THU	7:56	12:00	1:00	5:00		Absent
3-FRI	7:58	12:00	1:00	5:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:15		Absent
7-TUE	8:00	12:00	1:00	5:30		Absent
8-WED		HOLIDAY				Absent
9-THU	8:00	12:00	1:00	5:25		Absent
10-FRI	8:00	12:00	1:00	5:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		Absent
14-TUE	7:59	12:00	1:00	5:00		Absent
15-WED	7:30	12:00	WORK	SUSPENSION		Absent
16-THU		WORK	SUSPENSION			Absent
17-FRI		WORK	SUSPENSION			Absent
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:00	1:00	5:00		Absent
21-TUE	7:55	12:00	1:00	5:00		Absent
22-WED	8:00	12:00	1:00	5:00		Absent
23-THU		C D O				Absent
24-FRI		C D O				Absent
25-SAT						Off
26-SUN						Off
27-MON	8:04	12:00	1:00	5:00		Absent
28-TUE	8:00	12:00	1:00	5:00		Absent
29-WED	8:00	12:00	1:00	5:00		Absent
30-THU		HOLIDAY				Absent
31-FRI		C D O				Absent

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.

SANTIAGO T. PEÑA JR.

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS

Vice President
 Office of the Vice President for Academic Affairs

Philippines
UNIVERSITY
 City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(Last)	(First)	(Middle)
IA	SANTIAGO, JR.	T.
Assistant Professor II		5. SALARY

APPLICATION**6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify)

In case of Sick Leave:

In Hospital (Specify Illness)

Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

6.D COMMUTATION

Not Requested

Requested

SANTIAGO T. PEÑA, JR.

(Signature of Applicant)

ON ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to

BEATRIZ S. BELONIAS
 Vice Pres. for Academic Affairs
 (Authorized Officer)

7.D DISAPPROVED DUE TO:**TULIN**

nt

Official)