


DAILY TIME RECORD  
ARRIBADO, JEROME O.  
(NAME)

For the month of  
June 1 - 30, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:49	12:08	12:53	5:13		8hrs
2-THU	7:32	12:01	12:30	5:05		8hrs
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	7:50	12:14	12:44	5:40		8hrs
7-TUE	6:27	12:06	12:34	5:02		8hrs
8-WED	7:41	12:05	12:30	5:09		8hrs
9-THU	7:45			5:18	8hrs	
10-FRI	7:44	12:12	12:35	5:29		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:14			8:49	8hrs	
14-TUE	7:50	12:13	12:43	5:08		8hrs
15-WED	7:57	12:04	12:43	7:11		8hrs
16-THU						OBL
17-FRI	7:38	12:06	12:27	5:47		8hrs
18-SAT						Off
19-SUN						Off
20-MON	6:56	12:07	12:43	5:01		8hrs
21-TUE	7:33	12:07	12:36	5:01		8hrs
22-WED	7:23	12:21	12:28	5:56		8hrs
23-THU	7:52	12:31	12:45	5:22		8hrs
24-FRI	7:32	12:06	12:25	5:09		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:06	12:02	12:22	5:23		8hrs
28-TUE						SPL
29-WED						OBL
30-THU	7:15	12:00	12:22	5:55		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.

  
JEROME O. ARRIBADO

VERIFIED as to prescribed office hours

  
DHENBER C. LUSANTA  
Department Head  
Farm Resource Management Institute

Philippines  
UNIVERSITY  
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
IDO	JEROME O.
tor l 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	
JEROME O. ARRIBADO	
(Signature of Applicant)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval	
For disapproval due to	
DHENBER C. LUSANTA	
OIC Director, Eco-FARMI	
(Authorized Officer)	
7.D DISAPPROVED DUE TO:	
ULIN	
ficial)	