

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SL
3-THU						SL
4-FRI						SL
5-SAT						Off
6-SUN						Off
7-MON	6:47	12:08	12:09	5:08		8hrs
8-TUE	8:01	12:07	12:08	5:11	1min	7hrs 59mins
9-WED	7:56	12:06	12:11	5:07		8hrs
10-THU	7:56	12:08	12:09	5:13		8hrs
11-FRI	8:01	12:25	12:26	5:07	1min	7hrs 59mins
12-SAT						Off
13-SUN						Off
14-MON	6:23	12:46	12:49	5:09		8hrs
15-TUE	7:48	12:24	12:25	5:12		8hrs
16-WED	7:52	12:02	12:03	5:15		8hrs
17-THU	7:54	12:42	12:43	9:00		8hrs
18-FRI	8:03	12:25	12:00	7:00	3mins	7hrs 57mins SUSPENDED 12:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:38	12:48	12:50	9:02		8hrs
22-TUE	7:55	12:36	12:37	9:20		8hrs
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON						OB
29-TUE						OB
30-WED						Holiday

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.


QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
 Office of the Director for Administrative Services

Date Generated: Jan/03/2023 10:10:08

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Stamp of Date of Receipt

LEAVE

(First)

(Middle)

QUEEN-EVER

YURANGO

ADMINISTRATIVE OFFICER 5. SALARY P 69,963.00

CATION

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

COMMUTATION

Not Requested

/ Requested

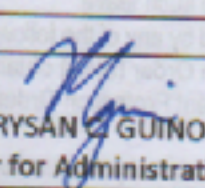
(Signature of Applicant)

APPLICATION

RECOMMENDATION

/ For approval

For disapproval due to


RYSAN C. GUINOCOR
 Director for Administrative Services
 (Authorized Officer)

DISAPPROVED DUE TO: