

DAILY TIME RECORD

NORBERTO M. MANAGBANAG

(Name)

For the month of: **APRIL 1-30, 2022**Official hours for arrival
and departure

Regular days _____

Saturdays _____

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	5:15	10:40	1:20	5:30		
2	S			S		
3	S			S		
4	5:15	10:45	1:15	5:30		
5	5:15	10:40	1:20	5:30		
6	5:10	10:45	1:15	5:30		
7	5:15	10:40	1:15	5:30		
8	5:20	10:45	1:20	5:30		
9	S			S		
10	S			S		
11	S			S		
12	WORK SUSPENDED DUE TO TYPHOON AGATON					
13						
14	HOLIDAY	HOLY THURSDAY				
15	HOLIDAY	GOOD FRIDAY				
16	S			S		
17	S			S		
18	5:10	10:50	1:15	5:30		
19	5:15	10:45	1:20	5:30		
20		LEAVE				
21		LEAVE				
22		LEAVE				
23	S			S		
24	S			S		
25	5:15	10:40	1:15	5:30		
26		LEAVE				
27	5:10	10:45	1:15	5:30		
28		LEAVE				
29		LEAVE				
30	S			S		
31	—	—	—	—		

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

the Philippines
TE UNIVERSITY
ay City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

ast) (First) (Middle)
ANAG NORBERTO M.
Adm. Aide I

OF APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

2)

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

NORBERTO M. MANAGBANAG

(Signature of Applicant)

ION ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

E. TULIN

ent

(Official)