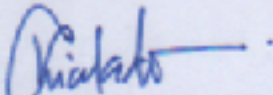


# **DAILY TIME RECORD** **VALENZONA, VALERIE C.** (NAME)

For the month of  
**October 1 - 31, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:36	12:06	12:08	5:32		8hrs
4-TUE	7:31	12:02	12:04	9:31		8hrs
5-WED	7:48	12:07	12:09	5:17		8hrs
6-THU	7:40	12:20	12:30	8:45		8hrs
7-FRI	7:36	12:05	12:06	5:13		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:42	12:05	12:06	5:26		8hrs
11-TUE	7:45	12:03	12:05	5:00		8hrs
12-WED	7:35	12:05	12:06	5:55		8hrs
13-THU						SL
14-FRI						SL
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						Holiday
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE	7:30	12:04	12:05	5:19		8hrs
26-WED	7:45	12:13	12:14	5:31		8hrs
27-THU	7:31	12:06	12:08	5:00		8hrs
28-FRI	7:58	12:26	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						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.

  
**VALERIE C. VALENZONA**

VERIFIED as to prescribed office hours

  
**QUEEN-EVER Y. ATUPAN**

Department Head  
Office of the Cashier

Date Generated: Nov/15/2022 06:30:51

in Philippines  
**E UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

Last (First) (Middle)  
**VALENZONA VALERIE CIRCULADO**

Admin. Aide IV 5. SALARY 14,993.00

### **IF 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:

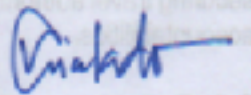
☐ Monetization of Leave Credits

Terminal Leave

#### **6.D COMMUTATION**

Not Requested

Requested

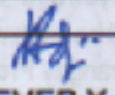
  
**VALERIE C. VALENZONA**  
(Signature of Applicant)

### **TION ON APPLICATION**

#### **7.B RECOMMENDATION**


For approval

For disapproval due to

  
**QUEEN-EVER Y. ATUPAN**

(Authorized Officer)

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

  
**E. TULIN**  
President  
(Official)