Civil Service Form 48

## DAILY TIME RECORD VALENZONA, VALERIE C.

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

Day	AM		PM		TO ST.	Tatal
	IN	OUT	IN	OUT	T/U	Total
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						ОВ
19-WED						OB
20-THU						Holiday
21-PRI						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		-	8hrs *
				5:00		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

ne Philippines 'E UNIVERSITY y City, Leyte

Stamp of Date of Receipt

## N FOR LEAVE

ast)	(First)	(Middle	)				
NZO	VALERIE	CIRCULA	DO				
	Admin. Aide IV	5. SALARY	14,993.00				
FAP	PLICATION	nual five-day vacation	nA-				
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	In case of Vacation/Sp	ecial Privilege Lea	ve:				
292)	Within the Philippines						
	Abroad (Specify) _	Sourced str	12 8				
	In case of Sick Leave:						
	In Hospital (Specify	Illness)	0				
2)	Out Patient (Specify	y Iliness)					
	In case of Special Leave Benefits for Women:						
	(Specify Illness)	expected date of deliv					
2)	Attuition to notice to	been high old mod	-				
	In case of Study Leave	Seconded famale are					
	Completion of Mast	ter's Degree					
	BAR/Board Examin	nation Review					
	Other purpose:						
	Monetization of Lea	ive Credits					
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	Not Requested	0.11	.0.				
	Requested	Makera					
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	7.B RECOMMENDATION	Shall most free age N					
	For approval						
	For disapproval due	e to					
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	7.D DISAPPROVED DU	JE TO:					
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