

Civil Service Form 48

# **DAILY TIME RECORD** **MARAÑAN, CLEMENTE N. JR.** (NAME)


For the month of  
**June 1 - 30, 2024**  
 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	6:35	11:54	12:03	5:24		8hrs
4-TUE	7:03	12:06	12:13	5:40	3mins	7hrs 57mins
5-WED	6:46	11:18	12:01	5:13		8hrs
6-THU	6:39	11:21	12:48	5:35		8hrs
7-FRI	6:58	11:55	12:01	5:19		8hrs
8-SAT						Off
9-SUN						Off
10-MON	6:51	11:40	12:00	5:19		8hrs
11-TUE	6:46	11:25	12:22	5:37		8hrs
12-WED						Holiday
13-THU	6:16	12:02	12:15	5:43		8hrs
14-FRI	6:25	11:40	12:03	5:21		8hrs
15-SAT						Off
16-SUN						Off
17-MON						Holiday
18-TUE	6:12	11:48	12:03	5:37		8hrs
19-WED						FL
20-THU	6:03	11:34	12:06	5:31		8hrs
21-FRI	6:20	11:55	12:08	5:34		8hrs
22-SAT						Off
23-SUN						Off
24-MON	6:04	11:35	12:02	5:34		8hrs
25-TUE	6:20	11:32	12:05	5:42		8hrs
26-WED	6:23	11:46	12:08	5:15		8hrs
27-THU	6:16	11:31	12:04	5:12		8hrs
28-FRI	6:18	11:45	12:09	5:43		8hrs
29-SAT						Off
30-SUN						Off

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.

  
**CLEMENTE N. MARAÑAN JR.**

VERIFIED as to prescribed office hours

  
**LUZ G. ASIO**  
 Department Head  
 Department of Agronomy

Philippines

UNIVERSITY

City

Stamp of Date of Receipt

## **5. LEAVE**

First)	(Middle)
Surname	Nayre
	5. SALARY (Monthly)
Aide I	

## **6. APPLICATION**

### **6.a DETAILS OF LEAVE:**

6.a case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

6.a case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

6.a case of Special Leave Benefits for Women:  
 (Specify Illness)

6.a case of Study leave:

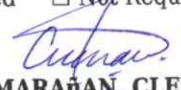
- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

### **6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested


  
**MARAÑAN, CLEMENTE N. JR.**  
 (Signature of Applicant)

## **7. RECOMMENDATION**

### **7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:

  
**LUZ G. ASIO**  
 Department of Agronomy

### **7.d DISAPPROVED due to:**

## **8. YEPES**

(Signature)  
 President