

DAILY TIME RECORD**RAMONEDA, BRENDA M.**

(NAME)

For the month of

May 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:51	12:09	12:14	5:01		8hrs
3-WED						SL
4-THU						SL
5-FRI	7:28	12:03	12:11	5:15		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:34	12:04	12:07	5:19		8hrs
9-TUE						SL
10-WED	7:29	12:00	12:03	5:23		8hrs
11-THU	7:43	12:51	12:54	5:01		8hrs
12-FRI	7:15	12:00	12:06	5:14		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:35	12:02	12:04	5:09		8hrs
16-TUE	7:31	12:05	12:11	5:01		8hrs
17-WED	7:52	12:06	12:14	5:10		8hrs
18-THU	7:48	12:52	12:55	5:02		8hrs
19-FRI	7:55	12:06	12:08	5:04		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:44	12:00	12:03	5:07		8hrs
23-TUE	7:32	12:04	12:07	5:20		8hrs
24-WED	7:37	12:01	12:03	5:12		8hrs
25-THU	7:53	12:38	12:40	5:06		8hrs
26-FRI	7:46	12:03	12:07	5:01		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:43	12:01	12:04	5:07		8hrs
30-TUE	7:33	12:13	12:14	5:00		8hrs
31-WED	7:18	12:01	12:07	5:02		8hrs

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.

BRENDA M. RAMONEDA

VERIFIED as to prescribed office hours

ZYRA MAY H. CENTINO

Department Head
Department of Economics

e Philippines

E UNIVERSITY

7 City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)	(Middle)
Brenda	Mascarinas
	5. SALARY (Monthly)
rofessor II	

F APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

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

In case of Sick leave:

☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : Philippines

(2) In case of Special Leave Benefits for Women:
(Specify Illness)

In 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

RAMONEDA, BRENDA M.
(Signature of Applicant)

TION ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval
☐ For Disapproval due to:

ZYRA MAY H. CENTINO
Department of Economics

7.d DISAPPROVED due to:

RDO E. TULIN

Name and Signature)
ersity President