

DAILY TIME RECORD
SUGANO, SARAH JEAN C.
(NAME)

For the month of
January 1 - 31, 2024
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						FL
3-WED	8:00	12:10	12:11	5:48		8hrs
4-THU	7:49	12:01	12:49	5:08		8hrs
5-FRI	7:58	12:27	12:42	5:16		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:40	12:31	1:00	5:14		8hrs
9-TUE	7:46	12:01	12:43	5:04		8hrs
10-WED	8:00	12:00	12:40	5:00		8hrs
11-THU	7:57	12:00	12:04	5:07		8hrs
12-FRI	7:57	12:22	12:23	5:15		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:41	12:21	1:00	5:09		8hrs
16-TUE	7:58	12:00	12:22	5:18		8hrs
17-WED	7:56	12:09	12:56	7:26		8hrs
18-THU	7:58	12:29	12:33	5:15		8hrs
19-FRI	7:46	12:05	12:33	5:39		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:34	12:00	1:00	5:19		8hrs
23-TUE	8:01	12:11	1:00	5:14	1min	7hrs 59mins
24-WED	7:29	12:14	12:18	5:29		8hrs
25-THU	7:53	12:12	12:48	5:12		8hrs
26-FRI						SL
27-SAT						Off
28-SUN						Off
29-MON	7:42	12:22	12:55	5:14		8hrs
30-TUE	7:53	12:14	12:53	5:26		8hrs
31-WED	6:48	12:16	12:39	5:16		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.

SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center

Philippines

UNIVERSITY
ty, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Sarah Jean	Cabanillas
	5. SALARY (Monthly)
tor I	

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) : Home

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

SUGANO, SARAH JEAN C.
(Signature of Applicant)

7. RECOMMENDATION APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

MA. THERESA P. LORETO
College of Arts and Sciences

7.d DISAPPROVED due to:

IE S. TAN
(Signature)
esident