

**DAILY TIME RECORD**

**NORBERTO M. MANAGBANAG**

(Name)

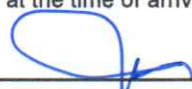
For the month of: **FEBRUARY 1-28, 2022**

Official hours for arrival and departure { Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1		HOLIDAY				
2	5:15	10:45	1:10	5:30		
3	5:20	10:40	1:15	5:30		
4	5:15	10:45	1:20	5:30		
5	S			S		
6						
7	5:10	10:40	1:15	5:30		
8	5:15	10:40	1:20	5:30		
9	5:20	10:45	1:15	5:30		
10	5:15	10:45	1:10	5:30		
11	5:10	10:50	1:15	5:30		
12	S			S		
13						
14	5:15	10:40	1:15	5:30		
15	5:20	10:45	1:20	5:30		
16	5:20	10:40	1:15	5:30		
17		ON LEAVE				
18	S			S		
19						
20	S			S		
21	5:15	10:50	1:15	5:30		
22	5:15	10:45	1:20	5:30		
23	5:10	10:50	1:15	5:30		
24	5:15	10:45	1:20	5:30		
25		HOLIDAY				
26	S			S		
27						
28	5:15	10:50	1:20	5:30		
29						
30						
31						

**TOTAL**

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 and departure from office.



VERIFIED as to the prescribed office hours.

**ELIZABETH S. QUEVEDO**

In-Charge

**ON FOR LEAVE**

Last) (First) (Middle)  
MANAGBANAG NORBERTO M.  
Adm. Aide I

**OF 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 

**NORBERTO M. MANAGBANAG**

(Signature of Applicant)

**TION ON APPLICATION**

**7.B RECOMMENDATION**

For approval

For disapproval due to \_\_\_\_\_

  
**ELIZABETH S. QUEVEDO**

Office/Dept./Unit

(Authorized Officer)

**7.D DISAPPROVED DUE TO:**



**E. TULIN**

ident

(Official)