Civil Service Form 48

DAILY TIME RECORD BASTASA, ARTURO S. (NAME)

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

| Day | | AM | | PM | | | |
|----------------|------|--------|---------|--------|------|----------|------------|
| Day | IN | OUT | IN | OU | T | /U | Total |
| 1-FRI | 7:48 | 8 12:0 | 4 12:1 | 9 6:0 | 5 | | 8hrs |
| 2-SAT | | | | | | | Off |
| 3-SUN | | | | | | | Off |
| 4-MON | 6:46 | 5 12:1 | 6 12:3 | 7 5:52 | 2 | | 8hrs |
| 5-TUE | 7:45 | 12:3 | 8 12:5 | 0 6:00 | 0 | | 8hrs |
| 6-WED | 7:46 | 12:5 | 8 1:00 | _ | | | 8hrs |
| 7-THU | 7:52 | 12:03 | 3 12:1 | | | | 8hrs |
| 8-FRI | 7:57 | 12:01 | 1 12:20 | | | | 8hrs |
| 9-SAT | | | 1 | | | \dashv | Off |
| 10-SUN | | | | | + | - | Off |
| 11-MON | 7:27 | | | | 8hr: | | Oll |
| 12-TUE | | | | | On | + | Absent |
| 13-WED | | | | | | + | Absent |
| 14- THU | | | | | + | + | Absent |
| 15-FRI | | | | + | + | _ | Absent |
| 16-SAT | | | 1 | | | _ | Off |
| 17-SUN | | | | | + | _ | Off |
| 18-MON | | | | + | + | _ | |
| 19-TUE | | | | + | + | _ | Absent |
| 20-WED | | | | +- | + | _ | Absent |
| 21-THU | | | 1 | | + | _ | Absent |
| 22-FRI | | 1 | | + | + | _ | Absent |
| 3-SAT | | 1 | | + | - | _ | Absent |
| 4-SUN | | | | - | | - | Off |
| 5-MON | 7:12 | 12:03 | 12:10 | 6:09 | - | + | Off |
| 6-TUE | 7:43 | 12:02 | 12:13 | 6:34 | - | _ | Bhrs |
| 7-WED | 8:01 | 12:11 | 12:13 | _ | 1 | - | hrs |
| 8-THU | 7:50 | 12:11 | 1:00 | 6:03 | 1min | _ | hrs 59mins |
| 9-FRI | 7:42 | 12:09 | 12:15 | 6:56 | | + | hrs |
| 0-SAT | | 12,00 | 12:15 | 5:36 | | + | hrs |
| 1-SUN | | | | | | _ | ff |
| 2014 | | | | | | 0 | ff |

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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head Institute of Tropical Ecology & Envi. Mgmt. e Philippines

E UNIVERSITY City, Leyte Stamp of Date of Receipt

V FOR I FAVE

| Arturo Sumaria 5. SALARY (Monthly) tive Aide 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): 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 Requested Not Requested BASTASA, ARTURO S. (Signature of Applicant) ON APPLICATION 7.b RECOMMENDATION: For Approval For Disapproval due to: | (First) | (Middle) |
|--|---|--|
| 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): 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 Requested Not Requested Master's Degree Gignature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | Arturo | Sumaria |
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| 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) : 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 Requested Not Requested Master's Degree Gignature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | tive Aide I | |
| 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): 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 ☑ Requested □ Not Requested BASTASA, ARTURO S. □ (Signature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | APPLICATION | |
| In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify): ☐ In case of Special Leave Benefits for Women: (Specify Illness) ☐ Completion of Master's Degree ☐ BAR/Board Examination Review Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave 6.d COMMUTATION ☐ Requested ☐ Not Requested ☐ BASTASA, ARTURO S. ☐ (Signature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | 6.b DETAILS OF | LEAVE: |
| BASTASA, ARTURO S. (Signature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | In case of Sick le ☐ In Hospital (F ☐ Out Patient (I In case of Special (Specify Illness) In case of Study le ☐ Completion of ☐ BAR/Board Ex Other purpose: ☐ Monetization of | ave: Pls. Specify): Leave Benefits for Women: eave: Master's Degree damination Review |
| BASTASA, ARTURO S. (Signature of Applicant) ON APPLICATION 7.b RECOMMENDATION: | 6.d COMMUTATIO | ON . |
| ON APPLICATION 7.b RECOMMENDATION: Solve For Approval | ⊠ Requested (B | Not Requested Man ASTASA, ARTURO S. |
| 7.b RECOMMENDATION: ☑ For Approval | | |
| ⊠ For Approval | | |
| | | |
| ☐ For Disapproval due to. | □ For Approval | |
| | C For Di- | |

ELIZA D ESPINOSA Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:

E. TULIN

nd Signature) President