

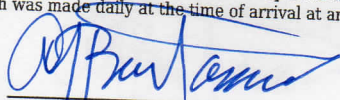
Civil Service Form 48

DAILY TIME RECORD **BASTASA, ARTURO S.** (NAME)

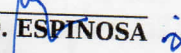
For the month of
July 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:04	12:19	6:05		8hrs
2-SAT						Off
3-SUN						Off
4-MON	6:46	12:16	12:37	5:52		8hrs
5-TUE	7:45	12:38	12:50	6:00		8hrs
6-WED	7:46	12:58	1:00	6:03		8hrs
7-THU	7:52	12:03	12:15	6:13		8hrs
8-FRI	7:57	12:01	12:20	5:26		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:27				8hrs	
12-TUE						Absent
13-WED						Absent
14-THU						Absent
15-FRI						Absent
16-SAT						Off
17-SUN						Off
18-MON						Absent
19-TUE						Absent
20-WED						Absent
21-THU						Absent
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON	7:12	12:03	12:10	6:09		8hrs
26-TUE	7:43	12:02	12:13	6:34		8hrs
27-WED	8:01	12:11	12:43	6:03	1min	7hrs 59mins
28-THU	7:50	12:09	1:00	6:56		8hrs
29-FRI	7:42	12:00	12:15	5:36		8hrs
30-SAT						Off
31-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.


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

N FOR LEAVE

(First)	(Middle)
Arturo	Sumaria
	5. SALARY (Monthly)
live 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:

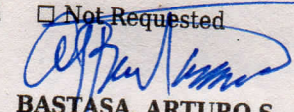
- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

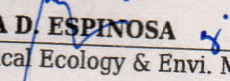

BASTASA, ARTURO S.

(Signature of Applicant)

N ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:


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

7.d DISAPPROVED due to:

E. TULIN

(Signature)
President