

DAILY TIME RECORD**PLEÑOS, MARY CRIS F.**

(NAME)

For the month of
February 1 - 28, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:52	12:08	12:09	4:57		8hrs
2-THU	8:34	12:11	12:12	4:38	56mins	7hrs 4mins
3-FRI	8:32	12:21	12:21	4:42	50mins	7hrs 10mins
4-SAT						Off
5-SUN						Off
6-MON	8:21	12:00	12:01	4:50	31mins	7hrs 29mins
7-TUE	8:47	12:07	12:08	4:52	55mins	7hrs 5mins
8-WED	8:20	12:24	12:24	5:33	20mins	7hrs 40mins
9-THU	8:36	12:18	12:18	5:06	36mins	7hrs 24mins
10-FRI	7:50	12:20	12:21	5:27		8hrs
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE	8:00	12:05	12:06	5:06		8hrs
15-WED	7:49	12:08	12:09	4:58	2mins	7hrs 58mins
16-THU	7:40	12:05	12:06	5:15		8hrs
17-FRI	8:03	12:15	12:16	5:22	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU	7:02	12:13	12:25	5:27		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:00	12:00	1:00	5:00		8hrs
28-TUE						OB

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.


MARY CRIS F. PLEÑOS

VERIFIED as to prescribed office hours


ROMEL B. ARMECINA

Department Head
 National Abaca Research Center

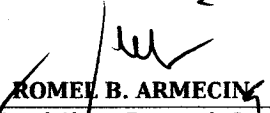

e Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)	(Middle)
Mary Cris	Flores
5. SALARY (Monthly)	
Factor I	
APPLICATION	
6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>asthma</u> In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave	
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;">PLEÑOS, MARY CRIS F. (Signature of Applicant)</p>	
ON APPLICATION	
7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <p style="text-align: center;"> ROMEL B. ARMECINA National Abaca Research Center</p>	
7.d DISAPPROVED due to:	
 E. TULINA (Signature) President	