## DAILY TIME RECORD

ASIO, LUZ G.

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

Day	AM		PM		TITI	T-4-1
	IN	OUT	IN	OUT	T/U	Total
1-WED	6:54	12:02	12:07	6:02		8hrs
2-THU	7:44	12:00	12:08	5:09		8hrs
3-FRI	7:46	12:03	12:45	5:27		8hrs
4-SAT						Off
5-SUN						Off
6-MON						FL
7-TUE						FL
8-WED	7:41	12:02	12:58	5:11		8hrs
<b>9-</b> THU	7:17	12:00	12:09	5:06	-	8hrs
10-FRI	7:49	12:00	12:10	5:26		8hrs
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE						SL
15-WED	7:50	12:01	12:13	5:33		8hrs
<b>16-</b> THU	7:43	12:06	12:13	5:21		8hrs
17-FRI	7:41	12:00	12:13	5:10		8hrs
18-SAT						Off
19-SUN						Off
<b>20-</b> MON	7:53	12:07	12:09	5:07		8hrs
<b>21-</b> TUE	7:33	12:04	12:16	5:10		8hrs
22-WED	7:51	12:11	12:13	5:06		8hrs
23-THU	7:31	12:11	12:16	5:08		8hrs
<b>24-</b> FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:40	12:04	12:20	5:09		8hrs
<b>28-</b> TUE	6:41	12:07	12:20	5:04		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.

LUZIG. ASIO

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head Department of Agronomy

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ne Philippines

*TE UNIVERSITY* 

y City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)		. Vacation leave? it shall be fled five (5) days in an (elbbiM) saver po					
	Luz	to 2020 Geneston I m bureating of their broads					
		5. SALARY (Monthly)					
Pro	fessor II	Sfundataty/Forced leave					
F API	PLICATION	year. In case the scheduled leave has been cancelled					
	6.b DETAILS (	OF LEAVE:					
desau	In case of vacation/Special Privilege leave:  ☐ Within the Philippines :  ☐ Abroad (Pls. Specify) :						
jiver	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:  □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of Doctorate Degree □ Completion of PHD Degree						
	Other purpose:    Monetization of Leave Credits						
	6.d COMMUTA	ATION Justines ensemble					
	□ Requeste	d Not Requested					
	or purposes of purposes and purposes of pu	ASI LUZ G.					
		(Signature of Applicant)					

ON (	ON APPLICATION
	7.b RECOMMENDATION: 102 beautique rition gaset dista me pulsus
ive	Study leave* = up to 6 mentins  Shall must the agency's internal requirements, u copy
	□ For Disapproval due to:
	RUTH O. ESCASINAS
	Department of Agronomy
	7.d DISAPPROVED due to:

Barangay Protection Civier (BPC) obtained from the

schon Order (TPO/TPO)

E. TULIN