

DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

For the month of December 1-31, 2021

Official hours of arrival (Regular Days)

and departure (Saturdays)

| Day | AM | | PM | | Undertime | |
|-------|----------------|----------------|----------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | 7:12 | 12:01 | 12:55 | 5:01 | | |
| 2 | 7:08 | 12:02 | 12:54 | 5:00 | | |
| 3 | 7:00 | 12:05 | 12:54 | 5:01 | | |
| 4 | | Saturday | | | | |
| 5 | | Sunday | | | | |
| 6 | | On leave | | | | |
| 7 | 7:05 | 12:03 | 12:55 | 5:01 | | |
| 8 | | Holiday | | | | |
| 9 | 7:50 | 12:03 | 12:55 | 5:01 | | |
| 10 | 7:04 | 12:01 | 12:55 | 5:01 | | |
| 11 | | Saturday | | | | |
| 12 | | Sunday | | | | |
| 13 | 6:58 | 12:01 | 12:55 | 5:01 | | |
| 14 | 7:00 | 12:02 | 12:54 | 5:00 | | |
| 15 | 6:58 | 12:05 | Holiday | MC # 132 | | |
| 16 | | Typhoon | MC # 132 | | | |
| 17 | | Typhoon | MC # 133 | | | |
| 18 | | Saturday | | | | |
| 19 | | Sunday | | | | |
| 20 | 7:00 | 12:02 | 12:54 | 5:00 | | |
| 21 | 7:10 | 12:05 | 12:54 | 5:01 | | |
| 22 | 7:22 | 12:05 | 12:54 | 5:01 | | |
| 23 | 7:05 | 12:02 | 12:58 | 5:01 | | |
| 24 | calamity leave | | Holiday | | | |
| 25 | | Saturday | | | | |
| 26 | | Sunday | | | | |
| 27 | | calamity leave | | | | |
| 28 | 7:15 | 12:01 | 12:55 | 5:01 | | |
| 29 | | calamity leave | | | | |
| 30 | | Holiday | | | | |
| 31 | calamity leave | | Holiday | | | |
| Total | | | | | | |

I CERTIFY on my honor that the above is a 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.

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ
Internal Auditor IV

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ERSITY
Leyte

Stamp of Date of Receipt

R LEAVE

(First)

(Middle)

FLANDEZ ARLIN BRAVO

Administrative Aide VI 5. SALARY

ICATION

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

COMMUTATION

Not Requested

Requested

ARLIN B. FLANDEZ

(Signature of Applicant)

APPLICATION

RECOMMENDATION

For approval

For disapproval due to

MARIA TERESA A. CRUZ

Office/Dept /Unit
(Authorized Officer)

DISAPPROVED DUE TO: