

DAILY TIME RECORD**ESPINOSA, GRACIANA M.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:00	12:00	1:00	5:00		Absent
4-TUE	8:00	12:00	12:50	5:00		Absent
5-WED	8:00	12:00	Calamity leave			Absent
6-THU			Calamity leave			Absent
7-FRI			Calamity leave			Absent
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:00	12:00	5:00		Absent
11-TUE	8:00	12:00	12:40	5:00		Absent
12-WED	8:00	12:00	12:40	5:00		Absent
13-THU						Absent
14-FRI			Calamity leave			Absent
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:00	12:50	5:00		Absent
18-TUE	8:00	12:00	1:00	5:00		Absent
19-WED	8:00	12:00	S/leave			Absent
20-THU						Absent
21-FRI			S/leave			Absent
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:00	12:00	5:00		Absent

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.

Graciana M. Espinosa
GRACIANA M. ESPINOSA

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR

Department Head
Office of the Head of Records and Archives

LEAVE

(First)

(Middle)

Graciana

M.

Side VI

5. SALARY

TION

TAILS OF LEAVE

se of Vacation/Special Privilege Leave:

Within the Philippines

Broad (Specify)

se of Sick Leave:

Hospital (Specify Illness)

Out Patient (Specify Illness)

se of Special Leave Benefits for Women:

Specify Illness)

se of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

urpose:

M.D.

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Not Requested

Requested

GRACIANA M. ESPINOSA

(Signature of Applicant)

ION APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to

MARIA ROBERTA S. MIRAFLOR

(Authorized Officer)

7.D DISAPPROVED DUE TO:**ULIN**

(Official)