

Civil Service Form #8

DAILY TIME RECORD **BANDE, MARLITO JOSE M.**

(NAME)

For the month of
March 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						SPL
2-THU						SPL
3-FRI						SPL
4-SAT						Off
5-SUN						Off
6-MON						FL
7-TUE						FL
8-WED						FL
9-THU						FL
10-FRI						FL
11-SAT						Off
12-SUN						Off
13-MON	7:33	12:09	12:46	6:00		8hrs
14-TUE	7:34	12:08	12:48	6:00		8hrs
15-WED	7:48	12:10	12:51	5:15		8hrs
16-THU	7:30	12:00	12:49	5:45		8hrs
17-FRI	7:30	12:03	12:48	6:06		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:21	12:04	12:46	6:00		8hrs
21-TUE	7:40	12:00	12:39	5:31		8hrs
22-WED	7:41	12:00	12:51	5:28		8hrs
23-THU						SL
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:01	12:54	5:30		8hrs
28-TUE	7:51	12:07	12:49	5:28		8hrs
29-WED	7:50	12:10	12:47	5:45		8hrs
30-THU	7:21	12:00	12:51	5:04		8hrs
31-FRI	7:30	12:00	12:56	5:10		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.

MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

Philippines

UNIVERSITY

y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Marlito Jose	Modina
5. SALARY (Monthly)	
Professor IV	
APPLICATION	
6.b DETAILS OF LEAVE:	
In case of vacation/Special Privilege leave:	
<input checked="" type="checkbox"/> Within the Philippines : <u>Cebu</u> <input type="checkbox"/> Abroad (Pls. Specify) :	
In case of Sick leave:	
<input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :	
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>BANDE, MARLITO JOSE M.</p> <p>(Signature of Applicant)</p>	
ON APPLICATION	
7.b RECOMMENDATION:	
<input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:	
<p>ELIZA D. ESPINOSA</p> <p>Institute of Tropical Ecology & Envi. Mgmt.</p>	
7.d DISAPPROVED due to:	
<p>TULIN</p> <p>(Signature) President</p>	