

DAILY TIME RECORD
TAUY, CHRISTIE CYRENE T.
(NAME)


For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

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


CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office

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CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office



Nov. 12, 2021



Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Ms. Mary Ann G. Cobico	Nov. 13, 2021	To conduct and facilitate Character Enhancement for Freshmen of 1 st . Semester of SY 2021-2022, Via Zoom and FB Live.
Mr. Junito A. Panonce		-do-
Ms. Chona A. Brit		-do-
Ms. Christie Cyrene T. Taay		-do-
Ms. May Pascual		-do-
Requested by:  MANOLO B. LORETO, JR. Name Dean of Students Position Office of the Dean of Students Office		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay  DANIEL LESLIE S. TAN Vice President for Administration and Finance