

# **DAILY TIME RECORD** **SUGANO, SARAH JEAN C.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:58	12:02	12:02	5:20		8hrs
2-THU						FL
3-FRI						FL
4-SAT						Off
5-SUN						Off
6-MON						FL
7-TUE	8:00	12:01	12:35	5:01		8hrs
8-WED	7:47	12:26	12:27	5:04		8hrs
9-THU	7:58	12:19	12:19	5:18		8hrs
10-FRI	7:58	12:07	12:07	5:30		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:03	12:00	1:00	5:06	3mins	7hrs 57mins
14-TUE	7:57	12:43	12:43	5:30		8hrs
15-WED	7:50	12:41	12:41	5:05		8hrs
16-THU	7:51	12:10	12:11	5:03		8hrs
17-FRI	6:12	12:15	12:15	6:31		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:50	12:22	12:22	5:21		8hrs
21-TUE	8:03	12:08	12:08	5:48	3mins	7hrs 57mins
22-WED	8:03	12:02	12:02	5:30	3mins	7hrs 57mins
23-THU	7:47	12:37	12:37	5:37		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:09	12:09	5:56		8hrs
28-TUE	7:54	12:08	12:08	5:03		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.

**SARAH JEAN C. SUGANO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

Department Head  
Advanced Research and Innovation Center

Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)	(Middle)
<b>Sarah Jean</b>	<b>Cabanillas</b>
	5. SALARY (Monthly)
Factor I	

## **APPLICATION**

### 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

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  
☐ Terminal Leave

### 6.d COMMUTATION

- ☒ Requested ☐ Not Requested

**SUGANO, SARAH JEAN C.**

(Signature of Applicant)

## **NON APPLICATION**

### 7.b RECOMMENDATION:

- ☐ For Approval  
☐ For Disapproval due to:

**MA. THERESA P. LORETO**

College of Arts and Sciences

### 7.d DISAPPROVED due to:

**TULIN**

(Signature)  
resident