

DAILY TIME RECORD

VIVIAN P. LINA

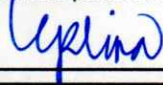
(Name)

For the month of: APRIL 1-30, 2022

Official hours for arrival
and departureRegular days _____
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:00	1:00	5:04		
2	SATURDAY					
3	SUNDAY					
4	7:00	12:00	1:00	5:35		
5	8:00	12:00	1:00	5:31		
6	7:00	12:00	1:00	5:32		
7	7:00	12:00	1:00	5:33		
8	8:00	12:00	1:00	5:05		
9	SATURDAY					
10	SUNDAY					
11	WORK SUSPENDED - AGATON					
12	WORK SUSPENDED - AGATON					
13	WORK SUSPENDED - AGATON					
14	HOLIDAY - MONDAY THURSDAY					
15	HOLIDAY - GOOD FRIDAY					
16	SATURDAY					
17	SUNDAY					
18	7:00	12:00	1:00	5:30		
19	8:00	12:00	1:00	5:31		
20	7:00	12:00	1:00	5:33		
21	7:00	12:00	1:00	5:35		
22	ON LEAVE - CARAMITY LEAVE					
23	SATURDAY					
24	SUNDAY					
25	7:00	12:00	1:00	5:30		
26	8:00	12:00	1:00	5:31		
27	7:00	12:00	1:00	5:33		
28	7:00	12:00	1:00	5:31		
29	8:00	12:00	1:00	5:01		
30	SATURDAY					
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.



VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

VIVIAN

P.

structor 1

APPLICATION

6.B 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

6.D COMMUTATION

Not Requested

Requested

VIVIAN P. LINA

(Signature of Applicant)

ON ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to _____

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:

E. TULIN
ent

(Official)