

**DAILY TIME RECORD****ESPINOSA, ELIZA D.**

(NAME)

For the month of

December 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:32	12:10	12:47	5:06	32mins	7hrs 28mins
2-FRI	8:10	12:04	12:39	5:11	10mins	7hrs 50mins
3-SAT						Off
4-SUN						Off
5-MON	8:19	12:02	12:48	5:06	19mins	7hrs 41mins
6-TUE	7:38	12:43	12:53	5:08		8hrs
7-WED	8:12	12:21	12:51	5:02	12mins	7hrs 48mins
8-THU						Holiday
9-FRI	8:16	12:06	12:55	5:18	16mins	7hrs 44mins
10-SAT						Off
11-SUN						Off
12-MON	8:00	12:02	12:05	6:43		8hrs
13-TUE	8:11	12:43	12:56	5:02	11mins	7hrs 49mins
14-WED	8:12	12:07	12:51	5:02	12mins	7hrs 48mins
15-THU	8:17	12:00	1:00	5:11	17mins	7hrs 43mins
16-FRI						CDO
17-SAT						Off
18-SUN						Off
19-MON						CDO
20-TUE						CDO
21-WED						CDO
22-THU						CDO
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						CDO
30-FRI						Holiday
31-SAT						Off

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.

**ELIZA D. ESPINOSA**

VERIFIED as to prescribed office hours

**DENNIS P. PEQUE**

College Dean  
College of Forestry & Environmental Sciences

Philippines

**E UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>Eliza</b>	<b>Dadole</b>
	5. SALARY (Monthly)
Professor I	
<b>APPLICATION</b>	
6.b DETAILS OF LEAVE:  In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <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  <div style="text-align: center;"> <b>ESPINOSA, ELIZA D.</b>          (Signature of Applicant)       </div>	
<b>ON APPLICATION</b>	
7.b RECOMMENDATION:  <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <div style="text-align: center;"> <b>DENNIS P. PEQUE</b>          College of Forestry &amp; Environmental Sciences       </div>	
7.d DISAPPROVED due to:	
<div style="text-align: center;"> <b>D E. TULIN</b>          (and Signature)          President       </div>	