

Civil Service Form 48

DAILY TIME RECORD**GORNE, NELLO D.**
(NAME)For the month of
June 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	S					Off
2-SUN	S					Off
3-MON	7:56	12:01	12:59	5:00		8hrs
4-TUE	7:57	12:02	12:57	5:02		8hrs
5-WED	7:49	12:01	12:49	5:01		8hrs
6-THU	7:59	12:00	12:57	5:22		8hrs
7-FRI	7:56	12:03	12:53	5:05		8hrs
8-SAT	S					Off
9-SUN	S					Off
10-MON	7:58	12:06	12:51	5:03		8hrs
11-TUE	7:52	12:02	12:44	5:08		8hrs
12-WED						Holiday
13-THU	7:35	12:05	12:45	5:07		8hrs
14-FRI	7:53	12:04	12:55	5:04		8hrs
15-SAT	S					Off
16-SUN	S					Off
17-MON						Holiday
18-TUE	7:58	12:10	12:53	5:45		8hrs
19-WED	7:59	12:10	12:58	5:06		8hrs
20-THU	7:58	12:02	12:57	5:17		8hrs
21-FRI	7:45	12:06	12:50	5:12		8hrs
22-SAT	S					Off
23-SUN	S					Off
24-MON						CDO
25-TUE	7:55	12:05	12:45	5:06		8hrs
26-WED	7:59	12:07	12:59	5:03		8hrs
27-THU	7:49	12:00	12:52	5:05		8hrs
28-FRI	7:49	12:03	12:59	5:02		8hrs
29-SAT	S					Off
30-SUN	S					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.

NELLO D. GORNE

VERIFIED as to prescribed office hours

LUZ G. ASIODepartment Head
Department of Agronomy

Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Nello	Degracia
	5. SALARY (Monthly)
rofessor V	

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

GORNE, NELLO D.
(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☐ For Approval
☐ For Disapproval due to:

LUZ G. ASIO
Department of Agronomy

7.d DISAPPROVED due to:

G. YEPESnd Signature)
resident