

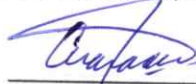
Civil Service Form 48

# **DAILY TIME RECORD** **MARAÑAN, CLEMENTE N. JR.** (N.A.M.E)


For the month of  
**May 1 - 31, 2024**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:02	12:08	12:20	6:03	2mins	7hrs 58mins
3-FRI	6:32	12:22	12:25	5:25		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:19	11:41	12:00	5:47		8hrs
7-TUE	6:17	11:53	12:01	5:27		8hrs
8-WED	6:21	11:48	12:07	5:40		8hrs
9-THU	6:36	12:09	12:13	5:58		8hrs
10-FRI	6:24	12:01	12:08	5:23		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:06	12:46	12:48	7:03		8hrs
14-TUE	6:21	11:52	12:02	5:41		8hrs
15-WED						SL
16-THU						SL
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON	6:22	11:36	12:04	5:42		8hrs
21-TUE	6:35	12:27	12:43	5:38		8hrs
22-WED	6:38	11:49	12:02	5:32		8hrs
23-THU	6:24	11:46	12:05	5:39		8hrs
24-FRI	6:45	12:01	12:06	6:01		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:46	12:12	12:17	5:34		8hrs
28-TUE	6:31	12:03	12:05	5:31		8hrs
29-WED	6:24	12:00	12:04	5:31		8hrs
30-THU	6:49	11:54	12:03	5:13		8hrs
31-FRI	6:27	11:26	12:00	5:20		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.

  
**CLEMENTE N. MARAÑAN JR.**

VERIFIED as to prescribed office hours

  
**LUZ G. ASIO**  
Department Head  
Department of Agronomy

Date Generated: Sep/12/2024 09:04:54

ippines

**UNIVERSITY**  
Leyte

Stamp of Date of Receipt

**OR LEAVE**

First)	(Middle)
<b>lemente</b>	<b>Nayre</b>
	5. SALARY (Monthly)
<b>Aide I</b>	

## PLICATION

### 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) : fever

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

  
**MARAÑAN, CLEMENTE N. JR.**  
(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:

**3. YEPES**

(Signature)  
resident