


Civil Service Form 48

DAILY TIME RECORD
EDULLANTES, MELODINA P.
 (NAME)

For the month of
November 1 - 30, 2025
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						OB
7-FRI						OB
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED						SEL
13-THU						SEL
14-FRI	8:09	12:30	12:58	5:17	9mins	7hrs 51mins
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	9:02	12:20	12:34	5:00	1hr 2mins	6hrs 58mins
19-WED	8:24	12:57	1:01	5:03	25mins	7hrs 35mins
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						OB
26-WED						OB
27-THU			12:29	5:20		4hrs 51mins OB 8:00 AM - 12:00 PM
28-FRI						OB
29-SAT						Off
30-SUN						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.


MELODINA P. EDULLANTES

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head

Barangay Integrated Development Approach for Nutrition Improvement

ate Generated: Dec/09/2025 09:15:09

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(Middle)	
dina	Petilos
5. SALARY (Monthly)	
Specialist I	

APPLICATION**DETAILS OF LEAVE:**

se of vacation/Special Privilege leave:

Within the Philippines :

abroad (Pls. Specify) :

se of Sick leave:

in Hospital (Pls. Specify) :

Out Patient (Pls. Specify) :

se of Special Leave Benefits for Women:

ify Illness)

se of Study leave:

AR/Board Examination Review

ompletion of Master's Degree

ompletion of Doctorate Degree

ompletion of PHD Degree


urpose:

onetization of Leave Credits

terminal Leave

COMMUTATION

Requested ☐ Not Requested

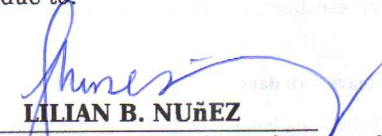

EDULLANTES, MELODINA P.

(Signature of Applicant)

ON APPLICATION**RECOMMENDATION:**

For Approval

For Disapproval due to:


LILIAN B. NUÑEZ

Institute for Strategic Research and Development Studies

DISAPPROVED due to:


G. YEPES

(and Signature)
 President