

Civil Service Form 48

DAILY TIME RECORD **MARAÑAN, CLEMENTE N. JR.** (NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:39	12:02	12:07	5:24		8hrs
2-TUE	6:26	11:44	12:00	5:38		8hrs
3-WED	6:22	12:11	12:13	5:11		8hrs
4-THU	6:34	12:05	12:10	5:48		8hrs
5-FRI	6:24	11:58	12:05	5:57		8hrs
6-SAT						Off
7-SUN						Off
8-MON	6:48	11:50	12:00	5:31		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU	6:18	12:03	12:04	5:58		8hrs
12-FRI	7:02	12:03	12:13	5:40	2mins	7hrs 58mins
13-SAT						Off
14-SUN						Off
15-MON	6:13	12:02	12:04	5:14		8hrs
16-TUE	6:26	12:23	12:28	5:38		8hrs
17-WED	6:19	12:01	12:03	5:32		8hrs
18-THU	6:47	11:42	12:02	5:36		8hrs
19-FRI						SL
20-SAT						Off
21-SUN						Off
22-MON	6:12	12:01	12:04	5:30		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	6:32	12:05	12:09	5:20		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	6:24	11:36	12:05	5:15		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	6:15	11:20	12:12	5:25		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	6:13	11:40	12:10	5:28		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	6:42	12:09	12:15	5:31		VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	6:10	12:15	12:22	5:25		VSU CENTENNIAL ANNIVERSARY CELEBRATION

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

DIONESIO M. DAÑOC
LUZ G. ASIO
Department Head
Department of Agronomy

Philippines

UNIVERSITY
Leyte

Stamp of Date of Receipt

OR LEAVE

First)	(Middle)
Clemente	Nayre
	5. SALARY (Monthly)
Aide I	

APPLICATION

b DETAILS OF LEAVE:

case of vacation/Special Privilege leave:

☐ Within the Philippines :

☐ Abroad (Pls. Specify) :

case of Sick leave:

☐ In Hospital (Pls. Specify) :

☒ Out Patient (Pls. Specify) : fever

case of Special Leave Benefits for Women:

(Specify Illness)

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

d COMMUTATION

☒ Requested ☐ Not Requested

MARAÑAN, CLEMENTE N. JR.

(Signature of Applicant)

N APPLICATION

b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

DIONESIO M. DAÑOC

LUZ G. ASIO

Department of Agronomy

d DISAPPROVED due to:

EPES

(nature)
lent