

DAILY TIME RECORD

CHINELO M. CARDAÑO

(Name)

For the Month of April 1-30, 2022

Official hours for arrival: Regular Day

and departure Saturdays

| Day | A.M. | | P.M. | | Uvertime | |
|-----|---|--------|---------|--------|----------|-----|
| | Arrival | Depart | Arrival | Depart | Hour | Min |
| 1. | 7:53 | 12:00 | 1:00 | 5:15 | | |
| 2. | SATURDAY | | | 5:15 | | |
| 3. | SUNDAY | | | 5:04 | | |
| 4. | 7:56 | 12:00 | 1:00 | 5:04 | | |
| 5. | 7:55 | 12:00 | 1:00 | 5:14 | | |
| 6. | 7:54 | 12:00 | 1:00 | 5:16 | | |
| 7. | 7:53 | 12:00 | 1:00 | 5:11 | | |
| 8. | 7:59 | 12:00 | 1:00 | 5:02 | | |
| 9. | SATURDAY | | | | | |
| 10. | SUNDAY | | | | | |
| 11. | SUSPENSION OF WORK AND CLASSES; TYPHON AGATON | | | | | |
| 12. | SUSPENSION OF WORK AND CLASSES | | | | | |
| 13. | SUSPENSION OF WORK AND CLASSES | | | | | |
| 14. | HOLIDAY | | | | | |
| 15. | HOLIDAY | | | | | |
| 16. | SATURDAY | | | | | |
| 17. | SUNDAY | | | | | |
| 18. | 7:56 | 12:00 | 1:00 | 5:10 | | |
| 19. | 7:51 | 12:00 | 1:00 | 5:11 | | |
| 20. | 7:48 | 12:00 | 1:00 | 5:11 | | |
| 21. | 7:56 | 12:00 | 1:00 | 5:13 | | |
| 22. | 7:54 | 12:00 | 1:00 | 5:17 | | |
| 23. | SATURDAY | | | | | |
| 24. | SUNDAY | | | | | |
| 25. | 7:40 | 12:00 | 1:00 | 5:03 | | |
| 26. | CALAMITY LEAVE | | | | | |
| 27. | CALAMITY LEAVE | | | | | |
| 28. | ON LEAVE; CALAMITY LEAVE | | | | | |
| 29. | CALAMITY LEAVE | | | | | |
| 30. | SATURDAY | | | | | |
| 31. | SUNDAY | | | | | |

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

CHINELO M. CARDAÑO

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

| | |
|-----------|----------|
| (First) | (Middle) |
| CHINELO | M. |
| 5. SALARY | |

APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify)

In case of Sick Leave:

In Hospital (Specify Illness)

Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant)

ON APPLICATION

7.B RECOMMENDATION

For approval

For disapproval due to

MA. THERESA P. LORETO

Director, ARI Center

(Authorized Officer)

7.D DISAPPROVED DUE TO:

E. TULIN

ent

(Official)