

# **DAILY TIME RECORD** **CUSTODIO, IAN DAVE B.** (NAME)

For the month of  
**May 1 - 31, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE						SL
3-WED	8:28	12:00	12:25	5:38		8hrs
4-THU	8:28	12:05	12:24	5:43		8hrs
5-FRI	8:03	12:10	12:53	5:30		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:27	12:15	12:55	5:37		8hrs
9-TUE	8:21	12:12	12:48	5:50		8hrs
10-WED	8:27	12:02	12:54	5:32		8hrs
11-THU						OB
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	8:17	12:00	12:15	5:35		8hrs
16-TUE	8:19	12:07	12:58	5:53		8hrs
17-WED	8:28	12:25	12:38	6:01		8hrs
18-THU	8:26	12:17	12:56	6:21		8hrs
19-FRI	7:28	12:07	12:58	5:15	15mins	7hrs 45mins
20-SAT						Off
21-SUN						Off
22-MON	7:44	12:23	12:58	5:41		8hrs
23-TUE						OB
24-WED						OB
25-THU						OB
26-FRI						OB
27-SAT						OB
28-SUN						OB
29-MON	8:17	12:05	12:58	7:01		8hrs
30-TUE	8:29	12:11	12:57	6:25		8hrs
31-WED	8:00	12:13	12:57	6:08		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.

**IAN DAVE B. CUSTODIO**

VERIFIED as to prescribed office hours

**MOISES NEIL V. SERIÑO**  
Department Head  
Visayas Socio-Economic Research and Data Analytic Center

Philippines

**UNIVERSITY**

City, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)	(Middle)
<b>Ian Dave</b>	<b>Baco</b>
5. SALARY (Monthly)	
for I	

## **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) : At Home

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

**CUSTODIO, IAN DAVE B.**

(Signature of Applicant)

## **ON APPLICATION**

### 7.b RECOMMENDATION:

- ☒ For Approval  
☐ For Disapproval due to:

**MOISES NEIL V. SERIÑO**  
College of Management & Economics

### 7.d DISAPPROVED due to:

**L. TULIN**

(Signature)  
resident