

# DAILY TIME RECORD

**ACILO, VIRGILIO C.**

(NAME)

For the month of

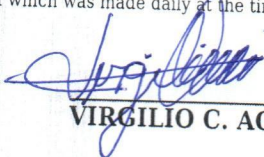
May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:51	12:00	12:53	5:00	4hrs	4hrs
3-TUE	Edel Peter Holiday					Holiday
4-WED	7:54	12:01	12:51	5:00		8hrs
5-THU	7:57	12:07	12:53	5:01		8hrs
6-FRI	8:03	12:03	1:04	5:01	7mins	7hrs 53mins
7-SAT						Off
8-SUN						Off
9-MON	ELECTION DAY (LOCAL & NATIONAL)					Holiday
10-TUE	CALAMITY LEAVE due to typhoon Agaton					Off
11-WED	7:32	12:04	12:06	5:00		8hrs
12-THU	8:00	12:19	12:22	5:00		8hrs
13-FRI	8:02	12:02	1:38	5:00	4hrs 2mins	3hrs 58mins
14-SAT						Off
15-SUN						Off
16-MON	7:55	12:49	12:51	5:01		8hrs
17-TUE	8:07	12:02	12:51	5:00	7mins	7hrs 53mins
18-WED	7:48	12:06	12:54	4:26	34mins	7hrs 26mins
19-THU	7:42	12:01	1:05	4:18	47mins	7hrs 13mins
20-FRI	8:01	12:20	12:23	5:00	1min	7hrs 59mins
21-SAT						Off
22-SUN						Off
23-MON	7:53	12:05	12:09	5:00		8hrs
24-TUE	7:44	12:03	12:44	5:01		8hrs
25-WED	LEAVE SLP					Absent
26-THU	7:47	12:00	12:40	5:00	4hrs	4hrs
27-FRI	8:12	12:02	12:57	5:05	12mins	7hrs 48mins
28-SAT						Off
29-SUN						Off
30-MON	7:52	12:03	12:16	5:00		8hrs
31-TUE	8:09	12:04	12:55	5:00	9mins	7hrs 51mins

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.

  
VIRGILIO C. ACILO

VERIFIED as to prescribed office hours

**MARIA ROBERTA S. MIRAFLOR**

Department Head  
Office of the Head of Records and Archives

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Stamp of Date of Receipt

## R LEAVE

(First)	(Middle)
VIRGILIO	CAJERIC
ative Aide III	5. SALARY P

### LOCATION

### 3 DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify)

In case of Sick Leave:

In Hospital (Specify Illness)

x 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

### 5.D COMMUTATION

Not Requested

Requested

  
VIRGILIO C. ACILO

(Signature of Applicant)

### ON APPLICATION

### 7.B RECOMMENDATION

For approval

For disapproval due to

**MARIA ROBERTA S. MIRAFLOR**

(Authorized Officer)

### 7.D DISAPPROVED DUE TO:

TULIN

Official)