

DAILY TIME RECORD

MAY C. PASCUAL

Name

For the month of DECEMBER 2021

Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
1	8:00	12:00	1:00	5:00		
2	7:28	12:01	12:57	5:01		
3	8:00	12:02	12:55	5:10		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:02	12:57	5:01		
7	7:08	12:00	1:00	5:02		
8	HOLIDAY					
9	8:00	12:02	12:57	5:01		
10	8:00	12:01	12:59	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:01	12:55	5:00		
14	8:00	12:01	12:59	5:01		
15	8:00	12:02	12:50	4:00 (SUSPENSION)		
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	8:00	12:01	12:50	5:01		
21						
22	} SICK LEAVE					
23						
24						
25	SATURDAY					
26	SUNDAY					
27	TEACHERS' LEAVE/CHRISTMAS VACATION					
28	TEACHERS' LEAVE/CHRISTMAS VACATION					
29	TEACHERS' LEAVE/CHRISTMAS VACATION					
30	HOLIDAY					
31	TEACHERS' LEAVE/CHRISTMAS VACATION					

TOTAL

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

Verified to the prescribed office
hours

JETT C. QUEBEC
In-Charge

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
PASCUAL, MAY CERNA	
Asst Prof.	5. SALARY ₱ 0.00
APPLICATION	
6.B DETAILS OF LEAVE	
In case of Vacation/Special Privilege Leave:	
Within the Philippines <u>Residence</u>	
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 <u>May C. Pascual</u>	
(Signature of Applicant)	
ON APPLICATION	
7.B RECOMMENDATION	
For approval	
For disapproval due to _____	
JETT C. QUEBEC, Head- DLABS	
(Authorized Officer)	
7.D DISAPPROVED DUE TO:	

TULIN	
it	
fficial)	