

## DAILY TIME RECORD

Jane M. Abaga  
(Name)

For the month of: March 2022

Official hours for arrival 8-12  
and departure 1-4

Regular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	7:44	12:06	12:47	4:10		
2	7:28	12:11	12:49	4:00		
3	7:23	12:08	12:47	4:04		
4	7:42	12:04	12:41	4:00		
5						
6	S					
7	7:29	12:03	12:47	4:00		
8	7:21	12:02	12:46	4:00		
9	8:00	12:00	12:48	4:00		
10	7:25	12:03	12:46	4:02		
11	7:44	12:04	12:44	4:01		
12						
13	S					
14	7:24	12:11	12:41	4:00		
15	7:40	12:00	12:47	4:00		
16	7:44	12:10	12:44	4:00		
17	7:27	12:01	12:46	4:00		
18	7:46	12:03	12:48	4:00		
19						
20	S					
21	7:20	12:02	12:49	4:00		
22	7:24	12:04	12:47	4:00		
23	7:46	12:11	12:46	4:00		
24	8:00	12:04	12:49	4:00		
25	7:40	12:02	12:43	4:49		
26						
27	S					
28	Leave					
29	7:47	12:03	12:48	4:00		
30	7:29	12:07	12:47	4:00		
31	7:37	12:07	12:49	4:00		

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

*J. Abaga*

VERIFIED as to the prescribed office hours.

*G. Menez*

In - Charge

## FOR LEAVE

(Last)	(First)	(Middle)
ABO	JANE	M.
Tech II		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

*J. Abaga*  
(Signature of Applicant)

## ION ON APPLICATION

## 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

*Elizabeth S. Quevedo*  
ELIZABETH S. QUEVEDO

Office/Dept /Unit  
(Authorized Officer)

## 7.D DISAPPROVED DUE TO:

E. TULIN

dent

(Official)