

Civil Service Form 48

DAILY TIME RECORD **ASOY, ANGELICA C.** (NAME)

For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:28	12:15	12:53	5:06	28mins	7hrs 32mins
2-FRI	8:21	12:00	12:07	5:16	21mins	7hrs 39mins
3-SAT						Off
4-SUN						Off
5-MON	8:00	12:00	1:00	5:03		8hrs
6-TUE	7:35	12:26	12:49	5:44		8hrs
7-WED	8:28	12:07	12:11	5:01	28mins	7hrs 32mins
8-THU						Holiday
9-FRI	8:14	12:10	12:13	5:46	14mins	7hrs 46mins
10-SAT						Off
11-SUN						Off
12-MON	7:50	12:04	12:06	6:03		8hrs
13-TUE	8:55	12:05	12:09	7:41	55mins	7hrs 5mins
14-WED	7:56	12:04	12:08	5:41		8hrs
15-THU	8:47	12:07	12:10	5:03	47mins	7hrs 13mins
16-FRI	8:00	12:00	12:08	5:17		8hrs
17-SAT						Off
18-SUN						Off
19-MON						SPL
20-TUE	8:08	12:41	12:52	6:06	8mins	7hrs 52mins
21-WED						SPL
22-THU	8:00	12:00	12:31	5:00		8hrs
23-FRI						FL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED						FL
29-THU						FL
30-FRI						Holiday
31-SAT						Off

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.


ANGELICA C. ASOY

VERIFIED as to prescribed office hours

SUZETTE B. LINA
 Department Head
 Department of Soil Science

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Stamp of Date of Receipt

LEAVE

First)	(Middle)
angelica	Castillo
	5. SALARY (Monthly)
niclan II	
ICATION	

i.b DETAILS OF LEAVE:

n case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

n case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

n case of Special Leave Benefits for Women:
 Specify Illness)

n case of Study leave:

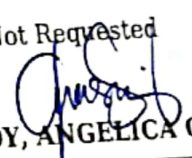
- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

i.d COMMUTATION

- ☒ Requested ☐ Not Requested


ASOY, ANGELICA C.
 (Signature of Applicant)

APPLICATION

b RECOMMENDATION:

☒ For Approval☐ For Disapproval due to:

SUZETTE B. LINA
 Department of Soil Science

d DISAPPROVED due to:

LIN

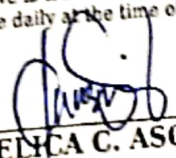
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DAILY TIME RECORD **ASOY, ANGELICA C.** (NAME)

For the month of
January 1 - 31, 2023
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						Holiday
3-TUE	7:58	12:00	12:39	5:24		8hrs
4-WED	7:59	12:11	12:16	6:51		8hrs
5-THU	8:15	12:02	12:06	5:13	15mins	7hrs 45mins
6-FRI	8:11	12:00	12:04	5:03	11mins	7hrs 49mins
7-SAT						Off
8-SUN						Off
9-MON	8:00	12:00	12:12	5:03		8hrs
10-TUE	7:56	12:00	12:26	5:41		8hrs
11-WED	8:26	12:05	12:27	5:44	26mins	7hrs 34mins
12-THU	8:21	12:00	12:03	5:09	21mins	7hrs 39mins
13-FRI	8:35	12:06	12:40	5:04	35mins	7hrs 25mins
14-SAT						Off
15-SUN						Off
16-MON	7:00	12:04	12:29	5:29		8hrs
17-TUE	7:42	12:08	12:23	5:11		8hrs
18-WED	7:32	12:04	12:36	5:12		8hrs
19-THU	7:33	12:07	12:22	5:06		8hrs
20-FRI	7:40	12:03	12:32	5:17		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:55	12:12	12:39	7:28		8hrs
24-TUE	8:02	12:05	12:48	5:09	2mins	7hrs 58mins
25-WED	7:54	12:19	12:41	6:07		8hrs
26-THU						SPL
27-FRI						FL
28-SAT						Off
29-SUN						Off
30-MON	7:58	12:04	12:22	5:38		8hrs
31-TUE	8:02	12:00	12:45	5:01	2mins	7hrs 58mins

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.


ANGELICA C. ASOY

VERIFIED as to prescribed office hours

SUZETTE B. LINA
Department Head
Department of Soil Science

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VERSITY
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State of Date of Receipt

LEAVE

First)	(Middle)
angelica	Castillo
5. SALARY (Monthly)	
Acian II	

CATION

b DETAILS OF LEAVE:

case of vacation/Special Privilege leave:
☒ Within the Philippines : **Baybay City**
☐ Abroad (Pls. Specify) :

case of Sick leave:
☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

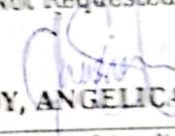
case of Special Leave Benefits for Women:
 specify illness)

case of Study leave:
☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

er purpose:
 Monetization of Leave Credits
 Terminal Leave

COMMUTATION

☒ Requested ☐ Not Requested


ASOY, ANGELICA C.
(Signature of Applicant)

APPLICATION

RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

SUZETTE B. LINA
Department of Soil Science

DISAPPROVED due to:

N

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