

Civil Service Form 48

**DAILY TIME RECORD**  
**MANAGBANAG, NORBERTO M.**  
 (NAME)


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	5:28	10:36	12:45	5:19		8hrs
2-TUE	5:44	10:29	12:48	5:12		8hrs
3-WED	5:34	10:22	12:20	5:10		8hrs
4-THU	6:00	10:18	12:29	5:04		8hrs
5-FRI	5:52	10:28	12:28	5:12		8hrs
6-SAT						Off
7-SUN						Off
8-MON	5:39	10:22	12:19	5:10		8hrs
9-TUE	5:48	10:32	12:39	5:11		8hrs
10-WED	5:41	10:31	12:50	5:16		8hrs
11-THU	12:52	10:13	12:52	5:12		8hrs
12-FRI	5:40	10:28	12:49	5:10		8hrs
13-SAT						Off
14-SUN						Off
15-MON						VL
16-TUE						VL
17-WED	6:22	10:23	12:30	5:02	22mins	7hrs 38mins
18-THU	5:36	10:47	12:51	5:08		8hrs
19-FRI	5:39	10:49	12:48	5:11		8hrs
20-SAT						Off
21-SUN						Off
22-MON	5:28	10:31	12:47	5:13		8hrs
23-TUE	5:35	10:32	12:45	5:15		8hrs
24-WED	5:28	10:10	12:46	5:10		8hrs
25-THU						Absent
26-FRI	5:31	10:30	1:00	5:11		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	5:28	10:38	12:53	5:16		8hrs
31-WED	5:38	10:28	12:41	5:16		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.

  
**NORBERTO M. MANAGBANAG**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry

the Philippines

**TE UNIVERSITY**  
 y City, Leyte

Stamp of Date of Receipt

**ON FOR LEAVE**

(First)	(Middle)
<b>Norberto</b>	<b>Modina</b>
	5. SALARY (Monthly)
<b>ive Aide I</b>	

**F APPLICATION****6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

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

In case of Sick leave:

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

In case of Special Leave Benefits for Women:  
(Specify Illness)

In case of Study leave:

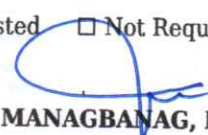
- ☐ Completion of Master's Degree  
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave


**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

  
**MANAGBANAG, NORBERTO M.**  
 (Signature of Applicant)

**ON ON APPLICATION****7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

  
**ELIZABETH S. QUEVEDO**  
 Department of Pure and Applied Chemistry

**7.d DISAPPROVED due to:****E. TULIN**

(Signature)  
 President