

# **DAILY TIME RECORD** **ATUPAN, QUEEN-EVER Y.** (NAME)

For the month of  
**September 1 - 30, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:53	12:07	12:11	5:13		8hrs
2-FRI	7:57	12:12	12:13	5:02		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:01	12:05	12:07	5:06		8hrs
6-TUE	7:54	12:02	12:04	5:09		8hrs
7-WED	8:13	12:51	12:53		13mins	3hrs 47mins (VL half day)
8-THU						SL
9-FRI	8:22	12:03	12:05	5:05	22mins	7hrs 38mins
10-SAT						Off
11-SUN						Off
12-MON	7:23	12:01	12:03	5:13		8hrs
13-TUE	7:26	12:08	12:11	5:17		8hrs
14-WED	7:43	12:02	12:04	5:06		8hrs
15-THU	8:02	12:09	12:10	5:12	2mins	7hrs 58mins
16-FRI	7:46	12:18	12:19	5:02		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:23	12:05	12:06	5:07		8hrs
20-TUE	8:19	12:05	12:07	5:05	19mins	7hrs 41mins
21-WED	7:50	12:04	12:05	5:04		8hrs
22-THU	7:58	12:05	12:06	5:08		8hrs
23-FRI	7:15	12:04	12:06	4:15	45mins	7hrs 15mins
24-SAT						Off
25-SUN						Off
26-MON						OB
27-TUE						OB
28-WED						OB
29-THU						OB
30-FRI	7:30	12:34	12:35	5:05		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.

**QUEEN-EVER Y. ATUPAN**

VERIFIED as to prescribed office hours

**RYSAN C. GUINOCOR**

Director  
 Office of the Director for Administrative Services

the Philippines  
 STATE UNIVERSITY  
 Bay City, Leyte

Stamp of Date of Receipt

## **ON FOR LEAVE**

(Last) (First) (Middle)

ATUPAN QUEEN-EVER YURANGO

UPERVISING ADMINISTRATIVE OFFICER 5. SALARY P 69,963.00

## **OF 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

(Signature of Applicant)

## **CTION ON APPLICATION**

### **7.B RECOMMENDATION**

/ For approval

For disapproval due to

**RYSAN C. GUINOCOR**

Director for Administrative Services

(Authorized Officer)

### **7.D DISAPPROVED DUE TO:**

**O.E. TULIN**  
 sident

zed Official)