

vil Service Form 48

# **DAILY TIME RECORD** **SUGANO, SARAH JEAN 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	6:58	1:02	1:02	5:13		8hrs
2-FRI	8:02	12:08	12:58	5:27	2mins	7hrs 58mins
3-SAT						Off
4-SUN						Off
5-MON	7:59	12:04	12:04	5:02		8hrs
6-TUE	7:19	12:00	1:00	5:33		8hrs
7-WED	7:48	12:39	12:39	5:16		8hrs
8-THU						Holiday
9-FRI	7:56	12:36	12:37	5:15		8hrs
10-SAT						Off
11-SUN						Off
12-MON	8:02	12:33	12:33	5:51	2mins	7hrs 58mins
13-TUE	6:56	12:47	12:47	5:10		8hrs
14-WED	8:01	12:21	1:00	5:20	1min	7hrs 59mins
15-THU	7:10	12:59	12:59	5:00		8hrs
16-FRI	8:02	12:22	12:38	5:00	2mins	7hrs 58mins
17-SAT						Off
18-SUN						Off
19-MON	7:59	12:52	12:53	5:10		8hrs
20-TUE	7:55	12:51	12:51	5:25		8hrs
21-WED	7:59	12:10	12:11	5:00		8hrs
22-THU	8:03	12:31	12:31	5:00	3mins	7hrs 57mins
23-FRI	8:02	12:41	12:41	5:00	2mins	7hrs 58mins
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						SL
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.

**SARAH JEAN C. SUGANO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

Department Head  
Advanced Research and Innovation Center

te Generated: Jan/23/2023 01:02:11

Philippines

**UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## FOR LEAVE

(First)	(Middle)
<b>Sarah Jean</b>	<b>Cabanillas</b>
	5. SALARY (Monthly)
Factor I	

## APPLICATION

### 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:  
☒ Within the Philippines : Bantayan, Cebu  
☐ 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:  
☐ 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

### 6.d COMMUTATION

☒ Requested ☐ Not Requested

**SUGANO, SARAH JEAN C.**

(Signature of Applicant)

## ON APPLICATION

### 7.b RECOMMENDATION:

☐ For Approval  
☐ For Disapproval due to:

**MA. THERESA P. LORETO**  
Department of Biotechnology

### 7.d DISAPPROVED due to:

**E. TULIN**

(and Signature)  
President