

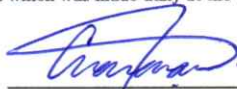
Civil Service Form 48

**DAILY TIME RECORD**  
**MARAÑAN, CLEMENTE N. JR.**  
 (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	6:38	12:05	12:20	5:28		8hrs
4-TUE	6:46	11:31	12:57	5:26		8hrs
5-WED	6:15	12:08	12:14	5:24		8hrs
6-THU	6:56	11:39	12:58	5:15		8hrs
7-FRI	6:33	12:05	12:14	5:49		8hrs
8-SAT						Off
9-SUN						Off
10-MON	6:35	12:03	12:21	5:57		8hrs
11-TUE	7:08	12:04	12:15	5:28	8mins	7hrs 52mins
12-WED	6:19	11:57	12:15	5:27		8hrs
13-THU	6:39	11:44	1:01	5:50	1min	7hrs 59mins
14-FRI	6:49	11:58	12:13	5:47		8hrs
15-SAT						Off
16-SUN						Off
17-MON	6:38	11:58	12:18	5:02		8hrs
18-TUE	7:01	12:00	12:05	5:23	1min	7hrs 59mins
19-WED	6:54	11:51	12:07	5:18		8hrs
20-THU						Holiday
21-FRI	6:28	12:00	12:06	5:21		8hrs
22-SAT						Off
23-SUN						Off
24-MON						SL
25-TUE	7:00	11:57	12:04	5:07		8hrs
26-WED	7:09	11:00	1:00	5:12	9mins	7hrs 51mins
27-THU	6:53	11:50	12:03	5:17		8hrs
28-FRI	7:25	11:00	1:00	7:00	25mins	7hrs 35mins SUSPENDED 1:00 pm 7:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

  
**CLEMENTE N. MARAÑAN JR.**

VERIFIED as to prescribed office hours

  
**RUTH O. ESCASINAS**  
 Department Head  
 Department of Agronomy

1 of 1

Philippines

**UNIVERSITY**  
 y, Leyte

Stamp of Date of Receipt

**FOR LEAVE**

(First)	(Middle)
<b>Clemente</b>	<b>Nayre</b>
	5. SALARY (Monthly)
<b>e Aide I</b>	

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

In case of vacation/Special Privilege leave:

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

In case of Sick leave:

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

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

In case of Study leave:

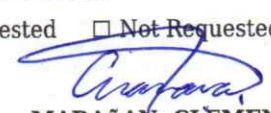
- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave


**6.d COMMUTATION**

☒ Requested ☐ Not Requested

  
**MARAÑAN, CLEMENTE N. JR.**  
 (Signature of Applicant)

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

- ☒ For Approval  
☐ For Disapproval due to:

  
**RUTH O. ESCASINAS**  
 Department of Agronomy

**7.d DISAPPROVED due to:**

  
**R. TULIN**

(Signature)  
 resident