


**DAILY TIME RECORD****BENITEZ, CECILIO M.**

(NAME)

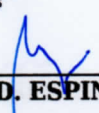
For the month of  
**November 1 - 30, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SPL
3-THU	7:48	12:01	12:43	5:01		8hrs
4-FRI	8:04	12:03	12:58	5:00	4mins	7hrs 56mins
5-SAT						Off
6-SUN						Off
7-MON	7:49	12:05	12:49	5:03		8hrs
8-TUE	7:51	12:04	12:31	5:00		8hrs
9-WED	7:57	12:07	12:36	5:00		8hrs
10-THU	7:58	12:03	12:16	5:01		8hrs
11-FRI	7:47	12:04	12:46	5:00		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:58	12:02	12:44	5:00		8hrs
15-TUE	7:48	12:06	12:55	5:04		8hrs
16-WED	7:54	12:00	12:50	5:00		8hrs
17-THU	7:54	12:00	12:44	5:00		8hrs
18-FRI						SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:43	12:12	12:50	5:01		8hrs
22-TUE	7:51	12:07	12:53	5:01		8hrs
23-WED	7:42	12:00	12:35	5:00		8hrs
24-THU			1:09	5:01	4hrs 9mins	3hrs 51mins
25-FRI	8:02	12:08	12:49	5:01	2mins	7hrs 58mins
26-SAT						Off
27-SUN						Off
28-MON	7:48	12:00	12:11	5:00		8hrs
29-TUE	7:43	12:17	12:41	5:01		8hrs
30-WED						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.

  
**CECILIO M. BENITEZ**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**

Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Dec/01/2022 12:00:09

Philippines

UNIVERSITY


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Stamp of Date of Receipt

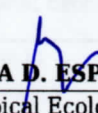
**FOR LEAVE**

(First)	(Middle)
<b>Cecilio</b>	<b>Monterola</b>
	5. SALARY (Monthly)
ive Aide I	

**APPLICATION**

6.b DETAILS OF LEAVE:	
In case of vacation/Special Privilege leave:	
<input checked="" type="checkbox"/> Within the Philippines : <u>HOUSE</u>	
<input type="checkbox"/> Abroad (Pls. Specify) :	
In case of Sick leave:	
<input type="checkbox"/> In Hospital (Pls. Specify) :	
<input type="checkbox"/> Out Patient (Pls. Specify) :	
In case of Special Leave Benefits for Women:	
(Specify Illness)	
In case of Study leave:	
<input type="checkbox"/> BAR/Board Examination Review	
<input type="checkbox"/> Completion of Master's Degree	
<input type="checkbox"/> Completion of Doctorate Degree	
<input type="checkbox"/> Completion of PHD Degree	
Other purpose:	
<input type="checkbox"/> Monetization of Leave Credits	
<input type="checkbox"/> Terminal Leave	
6.d COMMUTATION	
<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
 <b>BENITEZ, CECILIO M.</b> (Signature of Applicant)	

**ON APPLICATION**

7.b RECOMMENDATION:	
<input type="checkbox"/> For Approval	
<input type="checkbox"/> For Disapproval due to:	
 <b>ELIZA D. ESPINOSA</b> Institute of Tropical Ecology & Envi. Mgmt.	
7.d DISAPPROVED due to:	

**TULIN**

Signature)  
 sident