

# DAILY TIME RECORD

## ASOY, ANGELICA C.

(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	8:00	12:06	12:38	5:22		8hrs
2-TUE	8:05	12:07	12:35	6:25	5mins	7hrs 55mins
3-WED	7:58	12:06	12:46	5:14		8hrs
4-THU	8:13	12:07	12:44	5:35	13mins	7hrs 47mins
5-FRI	8:17	12:11	12:35	5:03	17mins	7hrs 43mins
6-SAT						Off
7-SUN						Off
8-MON	8:01	12:14	12:50	6:15	1min	7hrs 59mins
9-TUE	8:25	12:05	12:55	5:13	25mins	7hrs 35mins
10-WED	7:57	12:06	12:48	5:25		8hrs
11-THU	8:04	12:03	12:58	5:02	4mins	7hrs 56mins
12-FRI						SPL
13-SAT						Off
14-SUN						Off
15-MON						SL
16-TUE	7:49	12:04	12:20	5:50		8hrs
17-WED	7:26	12:03	12:35	5:56		8hrs
18-THU	7:34	12:09	12:31	5:17		8hrs
19-FRI	7:40	12:11	12:47	5:45		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	12:57	5:14		8hrs
23-TUE	8:16	12:07	12:48	7:11	16mins	7hrs 44mins
24-WED	8:21	12:33	1:00	5:29	21mins	7hrs 39mins
25-THU	8:00	12:02	12:15	5:08		8hrs
26-FRI						SPL
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:54	12:09	1:00	5:00		8hrs
31-WED	7:50	12:00	12:58	5:00		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.

  
ANGELICA C. ASOY

CERTIFIED as to prescribed office hours

  
SUZETTE B. LINA  
Department Head  
Department of Soil Science

Philippines

ANNEX A

UNIVERSITY  
City, Leyte

Stamp of Date of Receipt

### FOR LEAVE

First)	(Middle)
Angelica	Castillo
5. SALARY (Monthly)	
niclan II	
APPLICATION	

### DETAILS OF LEAVE:

case of vacation/Special Privilege leave:  
Within the Philippines :  
Abroad (Pls. Specify) :

case of Sick leave:  
In Hospital (Pls. Specify) :  
Out Patient (Pls. Specify) : Mild Fever, Colds

case of Special Leave Benefits for Women:  
Specify Illness)

case of Study leave:  
BAR/Board Examination Review  
Completion of Master's Degree  
Completion of Doctorate Degree  
Completion of PHD Degree

er purpose:  
Monetization of Leave Credits  
Terminal Leave

### COMMUTATION

Requested ☒ Not Requested

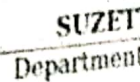
  
ASOY, ANGELICA C.  
(Signature of Applicant)

### IN APPLICATION

### RECOMMENDATION:

For Approval

For Disapproval due to:

  
SUZETTE B. LINA  
Department of Soil Science

APPROVED due to: