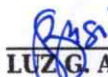


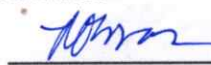
DAILY TIME RECORD**ASIO, LUZ G.**
(NAME)For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-----|---------|
| | IN | OUT | IN | OUT | | |
| 1-MON | 7:31 | 12:03 | 12:13 | 5:34 | | 8hrs |
| 2-TUE | 7:17 | 12:23 | 12:23 | 4:41 | | 8hrs |
| 3-WED | | | | | | Absent |
| 4-THU | | | | | | Absent |
| 5-FRI | | | | | | Absent |
| 6-SAT | | | | | | Off |
| 7-SUN | | | | | | Off |
| 8-MON | 7:15 | 12:02 | 12:47 | 5:26 | | 8hrs |
| 9-TUE | 7:18 | 12:00 | 12:42 | 5:01 | | 8hrs |
| 10-WED | 7:29 | 12:00 | 12:42 | 5:24 | | 8hrs |
| 11-THU | 7:14 | 12:03 | 12:55 | 7:16 | | 8hrs |
| 12-FRI | 7:37 | 12:15 | 1:00 | 5:00 | | 8hrs |
| 13-SAT | | | | | | Off |
| 14-SUN | | | | | | Off |
| 15-MON | 7:35 | 12:00 | 12:40 | 5:32 | | 8hrs |
| 16-TUE | 7:03 | 12:03 | 1:10 | 5:08 | | 8hrs |
| 17-WED | 7:38 | 12:15 | 12:16 | 4:48 | | 8hrs |
| 18-THU | 7:45 | 12:02 | 12:14 | 5:07 | | 8hrs |
| 19-FRI | 7:36 | 11:59 | 12:06 | 5:07 | | 8hrs |
| 20-SAT | | | | | | Off |
| 21-SUN | | | | | | Off |
| 22-MON | 7:50 | 12:04 | 12:14 | 5:03 | | 8hrs |
| 23-TUE | 7:14 | 11:54 | 12:15 | 5:21 | | 8hrs |
| 24-WED | 7:19 | 12:00 | 12:27 | 5:08 | | 8hrs |
| 25-THU | 7:09 | 12:01 | 1:08 | 5:29 | | 8hrs |
| 26-FRI | 7:42 | 12:04 | 12:20 | 5:09 | | 8hrs |
| 27-SAT | | | | | | Off |
| 28-SUN | | | | | | Off |
| 29-MON | | | | | | Holiday |
| 30-TUE | 7:19 | 11:58 | 1:00 | 5:00 | | 8hrs |
| 31-WED | 7:29 | 12:00 | 1:20 | 5:30 | | 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.


LUZ G. ASIO

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS
 Department Head
 Department of Agronomy

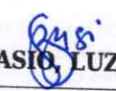

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

| | |
|--|---|
| (First) | (Middle) |
| Luz | Geneston |
| 5. SALARY (Monthly) | |
| Professor II | |
| APPLICATION | |
| Circular No. 18, 2009) | 6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <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"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review 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  ASIO, LUZ G. (Signature of Applicant) | |
| APPLICATION | |
| Leave <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: | 7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  RUTH O. ESCASINAS Department of Agronomy |
| 7.d DISAPPROVED due to: | |
| IN (Signature) | |