

# DAILY TIME RECORD

ARLIN B. FLANDEZ

Name

For the month of April 1-30, 2022

Official hours of arrival ( Regular Days)

and departure ( Saturdays)

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:25	12:06	12:58	5:01		
2		Saturday				
3		Sunday				
4	6:57	12:06	12:58	5:01		
5	7:30	12:07	12:53	5:00		
6	7:30	12:02	12:54	5:01		
7	7:30	12:05	12:54	5:01		
8		on Leave				
9		Saturday				
10		Sunday				
11		Baybay -EO 138				
12		OP Memo No. 44 s2022				
13		OP Memo No. 44 s2022				
14		Holiday				
15		Holiday				
16		Saturday				
17		Sunday				
18		Calamity Leave				
19		Calamity Leave				
20		Calamity Leave				
21	7:30	12:06	12:58	5:01		
22	7:28	12:07	12:53	5:00		
23		Saturday				
24		Sunday				
25		on Leave				
26	7:05	12:02	12:54	5:01		
27	7:12	12:05	12:54	5:01		
28		Calamity Leave				
29		Calamity Leave				
30		Saturday				
31						
Total						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

ARLIN B. FLANDEZ

Verified as to prescribe office hours.

MARIA TERESA A. CRUZ  
Internal Auditor IV

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RSITY  
yte

Stamp of Date of Receipt

## R LEAVE

(First)

(Middle)

FLANDEZ ARLIN BRAVO

Administrative Aide VI 5. SALARY

## CATION

### DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify)

In case of Sick Leave:

In Hospital (Specify Illness)

Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

Specify Illness)

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

## COMMUTATION

Not Requested

Requested

ARLIN B. FLANDEZ

(Signature of Applicant)

## APPLICATION

### RECOMMENDATION

For approval

For disapproval due to

MARIA TERESA A. CRUZ

Office/Dept./Unit

(Authorized Officer)

DISAPPROVED DUE TO: