

Civil Service Form 48

DAILY TIME RECORD **DELA PEÑA, WENCES REY B.** (NAME)

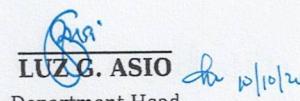
For the month of
September 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:39	12:52	1:02	5:35	2mins	7hrs 58mins
3-TUE	8:00	12:00	12:03	5:28		8hrs
4-WED	7:57	12:11	12:13	5:02		8hrs
5-THU	8:05	12:52	12:53	5:28	5mins	7hrs 55mins
6-FRI	8:00	12:00	12:58	5:17		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:10	12:56	12:57	5:06	10mins	7hrs 50mins
10-TUE	7:57	12:11	12:27	7:22		8hrs
11-WED	7:59	12:29	12:30	5:04		8hrs
12-THU	7:48	12:01	12:02	6:56		8hrs
13-FRI						CDO
14-SAT						Off
15-SUN						Off
16-MON						CDO
17-TUE	8:00	12:00	12:11	5:01		8hrs
18-WED	7:58	12:16	12:17	5:11		8hrs
19-THU	7:56	12:02	12:11	6:12		8hrs
20-FRI	7:03	12:18	12:29	5:23		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:39	12:48	12:49	3:14		6hrs 14mins SUSPENDED 3:00 pm 5:00 pm
24-TUE	7:49	12:11	12:17	5:04		8hrs
25-WED	7:45	12:54	1:00	5:00		8hrs
26-THU	7:48	12:55	1:00	5:00		8hrs
27-FRI	7:08	12:54	12:58	5:05		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:00	1:00	5:57		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.


WENCES REY B. DELA PEÑA

VERIFIED as to prescribed office hours


LUZ G. ASIO
Department Head
Department of Agronomy

Date Generated: Oct/10/2024 08:51:06

Philippines

UNIVERSITY

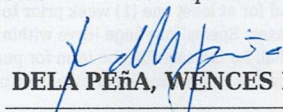
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Stamp of Date of Receipt

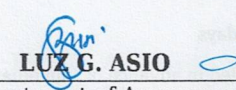
FOR LEAVE

(First)	(Middle)
Wences Rey	Basilad
	5. SALARY (Monthly)
Factor III	

APPLICATION

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"/> 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
 DELA PEÑA, WENCES REY B. (Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:
<input checked="" type="checkbox"/> For Approval
<input type="checkbox"/> For Disapproval due to:
 LUZ G. ASIO Department of Agronomy
7.d DISAPPROVED due to:

G. YEPES

(Signature)
resident