

DAILY TIME RECORD

LONGATANG, KLEER JEANN G.

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Philippines

Stamp of Date of Receipt

UNIVERSITY

ty, Leyte

FOR LEAVE

(First)	(Middle)
Kleer Jeann	Galgo
5. SALARY (Monthly)	
or I	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

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

6.d COMMUTATION

- ☐ Requested ☒ Not Requested

LONGATANG, KLEER JEANN G.

(Signature of Applicant)

NON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:

ELIZA D. ESPINOSA

Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:

E. TULIN


(Signature)
 President

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						FL
2-SAT						Off
3-SUN						Off
4-MON	7:55	12:01	12:38	5:32		8hrs
5-TUE	7:43	12:05	12:50	5:54		8hrs
6-WED	7:49	12:08	12:47	5:40		8hrs
7-THU	7:16	12:12	12:52	6:16		8hrs
8-FRI	7:55	12:13	12:16	5:47		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:46	12:16	12:44	6:42		8hrs
12-TUE	7:45	12:03	12:40	5:39		8hrs
13-WED	7:48	12:09	12:42	5:52		8hrs
14-THU	7:51	12:08	12:52	5:55		8hrs
15-FRI	7:55	12:10	12:47	7:00		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:54	12:09	12:50	5:27		8hrs
19-TUE	7:45	12:39	12:56	5:19		8hrs
20-WED	7:52	12:47	12:52	5:41		8hrs
21-THU	8:00	12:07	12:46	5:50		8hrs
22-FRI	7:54	12:07	12:45	5:23		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:54	12:09	12:48	6:04		8hrs
26-TUE	7:45	12:12	12:48	6:16		8hrs
27-WED	7:44	12:10	12:51	5:56		8hrs
28-THU	7:55	12:09	12:48	5:56		8hrs
29-FRI	7:57	12:08	12:38	5:35		8hrs
30-SAT						Off
31-SUN						Off

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.


 KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours


 ELIZA D. ESPINOSA
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.