

# **DAILY TIME RECORD** **MASKARINO MARY ANN L.** (NAME)

For the month of  
**October 1 - 31, 2024**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:10	12:33	12:33	5:04		8hrs
2-WED	7:49	12:20	12:45	5:15		9hrs 1min
3-THU	7:35	12:49	12:52	5:21		8hrs
4-FRI	7:25	12:13	12:13	5:14		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:36	12:57	12:58	5:26		8hrs
8-TUE	7:31	12:21	12:21	5:01		8hrs
9-WED	7:37	12:28	12:30	5:09		8hrs
10-THU	7:47	12:25	12:27	5:08		8hrs
11-FRI	7:36	12:03	12:43	5:13		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:48	12:17	12:46	5:00		8hrs
15-TUE	7:07	12:01	12:32	5:26		8hrs
16-WED	7:34	12:19	12:46	5:15		8hrs
17-THU	7:26	12:56	12:57	5:26		8hrs
18-FRI	7:31	12:07	12:44	4:26		7hrs 26mins SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:27	12:02	12:37	5:12		8hrs
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	7:55	12:07	12:59	5:31		8hrs
24-THU	7:49	12:50	12:53	5:20		8hrs
25-FRI	7:24	12:05	12:45	5:30		2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON	7:24	12:10	12:40	5:05		2024 INTRAMURAL GAMES
29-TUE	7:45	12:10	12:50	5:05		2024 INTRAMURAL GAMES
30-WED	6:55	12:10	12:50	5:10		2024 INTRAMURAL GAMES
31-THU						SUSPENDED 12:00 pm 11:59 pm

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.

MARY ANN L. MASKARINO

VERIFIED as to prescribed office hours

LUZ G. ASIO  
 Department Head  
 Department of Agronomy

Philippines

Stamp of Date of Receipt

UNIVERSITY  
 Leyte

OR LEAVE

First)	(Middle)
MARY ANN	LIMBASAN
	5. SALARY (Monthly)

PLICATION

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) : Home

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

her purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

COMMUTATION

☐ Requested ☐ Not Requested

MASKARINO, MARY ANN L.

(Signature of Applicant)

PLICATION

RECOMMENDATION:

or Approval

or Disapproval due to:

LUZ G. ASIO

Department of Agronomy

PPROVED due to: