

DAILY TIME RECORD**VILLOCINO, ANDREO P.**

(NAME)

For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						OB
2-FRI	7:54	12:53	12:56	5:11		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:53	12:36	12:42	5:05		8hrs
6-TUE						OB
7-WED	7:24	12:40	12:41	5:03		8hrs
8-THU						Holiday
9-FRI	7:51	12:47	12:55	5:09		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:58	12:32	12:50	5:00		8hrs
13-TUE	7:45	12:22	12:36	5:02		8hrs
14-WED	7:41	12:46	12:49	5:32		8hrs
15-THU						OB
16-FRI	8:08	12:31	12:45	5:09	8mins	7hrs 52mins
17-SAT						Off
18-SUN						Off
19-MON						SL
20-TUE	8:00	12:11	12:48	5:09		8hrs
21-WED	7:38	12:01	12:31	5:00		8hrs
22-THU						OB
23-FRI						FL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED	8:01	12:00	12:21	7:34	1min	7hrs 59mins
29-THU						FL
30-FRI						Holiday
31-SAT						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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Philippines

UNIVERSITY

ty, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Andreo	Palapar
	5. SALARY (Monthly)
Aide III	

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) : medical purpose

In case of Special Leave Benefits for Women:
 Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

VILLOCINO, ANDREO P.

(Signature of Applicant)

ON APPLICATION**6.b RECOMMENDATION:**

- ☒ For Approval
☐ For Disapproval due to:

RUTH O. ESCASINAS

Department of Agronomy

6.d DISAPPROVED due to:

TULIN

(Signature)
 President