

DAILY TIME RECORD

ASIO, LUZ G.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE						CDO
3-WED						CDO
4-THU						CDO
5-FRI						CDO
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE	7:51	12:00	12:31	5:15		8hrs
10-WED	8:03	12:29	12:31	5:56	3mins	7hrs 57mins
11-THU	7:45	12:03	12:36	5:16		8hrs
12-FRI	7:21	12:16	12:17	5:02		8hrs
13-SAT						Off
14-SUN						Off
15-MON						SL
16-TUE						SPL
17-WED						SPL
18-THU						SPL
19-FRI	7:28	12:27	12:29	5:27		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:47	12:02	12:04	5:16		8hrs
23-TUE	7:37	12:02	12:09	5:22		8hrs
24-WED	7:13	12:50	12:50	5:37		8hrs
25-THU	7:43	12:09	12:12	5:19		8hrs
26-FRI	7:03	12:42	12:45	5:09		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:36	12:11	12:22	5:27		8hrs
30-TUE	7:13	12:06	12:44	5:04		8hrs
31-WED	7:51	12:09	12:10	5:15		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.

  
LUZ G. ASIO

VERIFIED as to prescribed office hours

SUZETTE B. LINA  
Department Head  
College of Agricultural & Food Science

Philippines

UNIVERSITY  
7, Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
Luz	Geneston
	5. SALARY (Monthly)
Professor IV	

PLICATION

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:

- ☐ 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

  
ASIO, LUZ G.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval  
☐ For Disapproval due to:

DIONESIO M. BAñOC  
Department of Agronomy

7.d DISAPPROVED due to:

(Signature)  
esident