

DAILY TIME RECORD**CAGASAN, ULYSSES A.**

(NAME)

For the month of

April 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:09	12:01	12:03	5:00		8hrs
2-TUE	7:48	12:01	12:04	5:05		8hrs
3-WED	7:57	12:35	12:54	5:08		8hrs
4-THU	8:03	12:03	12:21	5:00	3mins	7hrs 57mins
5-FRI	7:34	12:01	12:10	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:57	12:00	12:04	5:04		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU	7:28	1:00	1:00	5:02		8hrs
12-FRI	7:46	12:00	1:00	5:04		8hrs
13-SAT						Off
14-SUN						Off
15-MON						FL
16-TUE	7:54	12:01	12:04	5:03		8hrs
17-WED	6:40	12:41	12:55	5:18		8hrs
18-THU	7:38	12:00	12:05	5:00		8hrs
19-FRI	7:08	12:58	1:00	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	7:49	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	6:32	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	7:38	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	7:30	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	7:21	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	8:01	12:01	1:01	5:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC
 Department Head
 Department of Agronomy

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Ulysses**Alas**

5. SALARY (Monthly)

r V

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:

- ☐ 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

5.d COMMUTATION
☒ Requested ☐ Not Requested
CAGASAN, ULYSSES A.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**☒ For Approval☐ For Disapproval due to:**DIONESIO M. BAÑOC**

Department of Agronomy

d DISAPPROVED due to:

YEPES
 (signature)
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