

(For Regular & Probationary Employee)

NAME: _____ DEPARTMENT/BRANCH: _____

OFFICIAL TIME: _____ DAY-OFF: _____ POSITION: _____

1. The employee concerned will be considered absent on date without time in and/or out.
2. Time Sheet are to be filled by employee concerned & countersigned by his/her Supervisor and Operations Manager.
3. Any fraudulent entry in this form is a cause for DISMISSAL (Co. Rule 1, Sec. 1a).
4. All time sheet must be received by Human Resource Department within 2 working days from the cut-off date, late submissions will be included in the next payroll.
5. Night differential / overtime are strictly paid by the hour.

[illegible]

WE CERTIFY THE TRUTH AND CORRECTNESS OF THE ABOVE

Employee	Supervisor	Operations Manager
<p>1. Job Design: The employee's job is designed to be motivating and meaningful, with a focus on autonomy and a variety of tasks.</p> <p>2. Job Rotation: The employee is rotated through different jobs to gain a variety of experience and skills.</p> <p>3. Job Enrichment: The employee is given additional responsibilities and challenges to keep the job interesting and motivating.</p> <p>4. Job Security: The employee is given a sense of job security and stability, which is important for long-term commitment.</p>	<p>1. Job Design: The supervisor's job is designed to be motivating and meaningful, with a focus on autonomy and a variety of tasks.</p> <p>2. Job Rotation: The supervisor is rotated through different jobs to gain a variety of experience and skills.</p> <p>3. Job Enrichment: The supervisor is given additional responsibilities and challenges to keep the job interesting and motivating.</p> <p>4. Job Security: The supervisor is given a sense of job security and stability, which is important for long-term commitment.</p>	<p>1. Job Design: The operations manager's job is designed to be motivating and meaningful, with a focus on autonomy and a variety of tasks.</p> <p>2. Job Rotation: The operations manager is rotated through different jobs to gain a variety of experience and skills.</p> <p>3. Job Enrichment: The operations manager is given additional responsibilities and challenges to keep the job interesting and motivating.</p> <p>4. Job Security: The operations manager is given a sense of job security and stability, which is important for long-term commitment.</p>

----- DO NOT FILL BELOW THIS LINE -----

No. of Days: _____ **Night Diff.:** _____ **Regular OT:** _____ **Sunday OT:** _____

Absences: _____ **Undertime:** _____ **Legal Hol.:** _____ **Special Hol.:** _____

Process for HRD by: _____ Checked by: _____

Print Date/Time:

Period Covered: