NAME: RYAN A. CHICA JR For the month of February 2024

Official hours of arrival	F
and departure	5

Regular Days	
Saturdays	

Days	A. M.		P. M.			IDER ME
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23	8:00	12:00	1:00	5:00		
24	CEDI	HCEC M	OT DEC	UIDED		
25	- SEKV	YICES N	ji keQ	UIKED		
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		

TOTAL:	40 hours

I CERTIFY on my nonor that the above is a true and correct
report of the hours of work performed, record of which was mad
daily at the time of arrival and departure from office.

<u>RYAN</u>	Α.	<u>CH</u> I	<u>ICA</u>	JR
Naı	ne c	of In	tern	

EGBERT G.	DIL PILAR,	Ed.D.
In-C	`harge	

01111 NO. 46

DAILY TIME RECORD

NAME: RYAN A. CHICA JR
For the month of February 2024

Official hours of	Regular Days	
arrival and	Saturdays	
departure	,	

Days	A.	M.	P.	P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23	8:10	12:00	1:00	5:00			
24	CEDI	IICEC N	OT REQ	HIDED			
25	SEK	TCES IV	OI KEQ	UIRED			
26	8:00	12:00	1:00	5:00			
27	8:00	12:00	1:00	5:00			
28	8:00	12:00	1:00	5:00			
29	8:00	12:00	1:00	5:00			

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR
Name of Intern

TOTAL: 40 hours

EGBERT G. DIL PILAR, Ed.D. In-Charge

NAME: RYAN A. CHICA JR
For the month of March 2024

Official hours of arrival and departure

Regular Days _____ Saturdays _____

Dave	A. M.		A. M. P. M.	UNDER TIME		
Days	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	CERI	ICES NO	OT REAL	TIRED		
3	SERV	TCLS IV) I KEQ	INLLD		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	CEDV	ICES NC	TDEOI	HDED		
10	SEKV	ICES NO	II KEQC	IKED		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	CEDI	UCEC M	OT DECL	UIDED		
17	SERV	ICES NO	JI KEQ	IKED		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	CEDI	UCEC M	OT DECL	UDED		
24	SERV	ICES NO) I KEQ	HKED		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	HOL	ID A II				
29	HOL	DAY				
30	GEDT	IOEG M	T DECI	MDED		
31	SEKV	ICES NC	<i>H KEQU</i>	TKED		

TOTAL: <u>152 hours</u>

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR
Name of Intern

daily at the time of arrival and departure from office.

I CERTIFY on my honor that the above is a true and correct

report of the hours of work performed, record of which was made

RYAN A. CHICA JR
Name of Intern

DAILY TIME RECORD

NAME: RYAN A. CHICA JR
For the month of March 2024

Official hours of arrival and

Regular Days _____ Saturdays _____

departure

A. M. P. M. UNDER TIME

Days	A. M.			Р.	M.		IDER IME
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes	
1	8:00	12:00	1:00	5:00			
2	CEDI	UCES NA	OT REQU	UIDED			
3	SERV	ICES IV) I KŁQ	IKLD			
4	8:00	12:00	1:00	5:00			
5	8:00	12:00	1:00	5:00			
6	8:00	12:00	1:00	5:00			
7	8:00	12:00	1:00	5:00			
8	8:00	12:00	1:00	5:00			
9	CEDV	ICES NO	T REQU	HDED			
10	SERV	ICES IVC	I KŁĄC	IKLD			
11	8:00	12:00	1:00	5:00			
12	8:00	12:00	1:00	5:00			
13	8:00	12:00	1:00	5:00			
14	8:00	12:00	1:00	5:00			
15	8:00	12:00	1:00	5:00			
16	CEDI	UCEC M	OT DECL	UDED			
17	SERV	ICES IV)T REQ!	IKED			
18	8:00	12:00	1:00	5:00			
19	8:00	12:00	1:00	5:00			
20	8:00	12:00	1:00	5:00			
21	8:00	12:00	1:00	5:00			
22	8:00	12:00	1:00	5:00			
23	CEDI	ICEC M	OT DECL	UDED			
24	SERV	ICES IX)T REQ!	TRED			
25	8:00	12:00	1:00	5:00			
26	8:00	12:00	1:00	5:00			
27	8:00	12:00	1:00	5:00			
28	1101	ID A V					
29	HOL	DAY					
30	CEDU	ICEG M	T DEAL	HDED			
31	SEKV	ICES NC	T REQU	TRED			
31							

TOTAL: <u>152 hours</u>

NAME: RYAN A. CHICA JR For the month of April 2024

Official hours of arrival and departure

Regular Days	
Saturdays	

Days	A. M.		P. M.		UNDER	
					TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	CEDVI	CEC NO	T DEOL	IDED		
7	SERVI	CES NO	T REQU	IKED -		
8	8:00	12:00	1:00	5:00		
9	HOLII	DAV				
10	HOLIL	7211				
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	CEDVI	CES NO	T DEOL	IDED		
14	SERVI	CES IVO	I KLQU	IKLD		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	CEDVI	SERVICES NOT REQUIRED				
21	SERVI	CES NO	I KŁQU	IKED		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	CEDVI	CEC NO	T DEOU	IDED		
28	SERVI	CES NO	i KEQU	IKED		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		

TOTAL: 160 hours

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR
Name of Intern

DAILY TIME RECORD

NAME: RYAN A. CHICA JR For the month of April 2024

Official hours of arrival and departure

Regular Days _____ Saturdays_____

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6 7	SERVI	CES NO	T REQU	IRED		
8	8:00	12:00	1:00	5:00		
9	поги	4.77				
10	HOLII	JA Y				
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	CEDIU	CEC NO	TDEOL	IDED		
14	SERVI	CES NO	I KEQU	IKED		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	SERVICES NOT REQUIRED					
21	SEKVI	CES NO	i kequ	IKED		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	SERVICES NOT REQUIRED					
28	BERVI	CES NO	1 KEQU	IKED		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR
Name of Intern

TOTAL: 160 hours

EGBERT G. DIL PILAR, Ed.D. In-Charge

EGBERT G. DIL PILAR, Ed.D. In-Charge

NAME: RYAN A. CHICA JR For the month of May 2024

Official hours of arrival and departure

Regular Days	
Saturdays	

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1	HOLI	DAY				
2	8:0	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	CEDVI	CES NO	T DEAL	IIDEN		
5	SERVI	CES NO	T KŁĄO	IKLD		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	CEDU	ICES NO	OT DEC	IIIDEN		
12	SERV	ICES NO	JI KEQ	IKED		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	a E D Y					
19	SERV	TCE NO	TREQU	IRED		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	CEDI	ICE NO	PEOL	DED		
26	SERVI	CE NOT	KEQUI	KED		
27	8:00	12:00	1:00	5:00		
28						
29						
30						
31						

TOTAL: 136 hours

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR
Name of Intern

EGBERT G. DIL PILAR, Ed.D.

In-Charge

DAILY TIME RECORD

NAME: RYAN A. CHICA JR
For the month of May 2024

Official hours of arrival and departure

Regular Days _____ Saturdays____

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1	HOLI	DAY				
2	8:0	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	CERVI	CES NO	T REQU	IRFD		
5	SLIVI	CES IVO	1 KLQO	IKLD		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	CEDU	ICES M	OT REQU	UIRED		
12	SLRV	ICES IV	JI KLQ(TIKED		
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18 19	SERV	TCE NO	T REQU	IRED		
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	a====					
26	SERV	CE NOT	REQUI	RED		
27	8:00	12:00	1:00	5:00		
28						
29						
30						
31						

TOTAL: <u>136 hours</u>

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

RYAN A. CHICA JR

Name of Intern

EGBERT G. DIL PILAR, Ed.D. In-Charge

INSTRUCTIONS

Civil Service Form No. 48, after completion, Should be filed in the records of the Bureau or Office which submits the monthly report on Civil Service Form No. 3 to the Bureau of Civil Service.

In lieu of the above, court interpreters and stenographers who accompany the judges of the Court of First Instance will fill out the daily time reports on this form in triplicate, after which they should be approved by the judge with whom service has been rendered, or by an officer of the Department of Justice authorized to do so. The original should be forwarded promptly after the end of the month to the Bureau of Civil Service, thru the Department of Justice, the duplicate to kept in the department of justice; and the triplicate, in the office of the Clerk of Court where service was rendered.

In the space provided for the purpose on the other side will be indicated the office hours the employee is required to observe, as for example, "Regular days, 8:00 to 12:00 and 1:00 to 4:00; Saturdays 8:00 to 1:00."

Attention is invited to paragraph 3, Civil Service Rule XV, Executive Order No. 5, series of 1909, which reads as follows:

"Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave or absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Commissioner on the proper form of all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officers or employee liable to summary removal from the service and criminal prosecution.

INSTRUCTIONS

Civil Service Form No. 48, after completion, Should be filed in the records of the Bureau or Office which submits the monthly report on Civil Service Form No. 3 to the Bureau of Civil Service.

In lieu of the above, court interpreters and stenographers who accompany the judges of the Court of First Instance will fill out the daily time reports on this form in triplicate, after which they should be approved by the judge with whom service has been rendered, or by an officer of the Department of Justice authorized to do so. The original should be forwarded promptly after the end of the month to the Bureau of Civil Service, thru the Department of Justice, the duplicate to kept in the department of justice; and the triplicate, in the office of the Clerk of Court where service was rendered.

In the space provided for the purpose on the other side will be indicated the office hours the employee is required to observe, as for example, "Regular days, 8:00 to 12:00 and 1:00 to 4:00; Saturdays 8:00 to 1:00."

Attention is invited to paragraph 3, Civil Service Rule XV, Executive Order No. 5, series of 1909, which reads as follows:

"Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave or absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Commissioner on the proper form of all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officers or employee liable to summary removal from the service and criminal prosecution.

⁽NOTE – A record made from memory at sometime subsequent to the occurrence of as event is not reliable. Non observance of office hours deprives the employee of the leave privileges although he may have rendered overtime service. Where service rendered outside of the Office for the whole morning or afternoon, notation to that effect should be made clearly.)

⁽NOTE – A record made from memory at sometime subsequent to the occurrence of as event is not reliable. Non observance of office hours deprives the employee of the leave privileges although he may have rendered overtime service. Where service rendered outside of the Office for the whole morning or afternoon, notation to that effect should be made clearly.)