


TIMESHEET


Name of Company: DL Resources PTE LTDName of Staff : John Christopher B. Dizon
(as in Contract)For the Month/ Year of : Feb-17 Division : BTS1
(eg Feb/ 2012)Date of Submission : 08/03/2017
(in dd/mm/yyyy)

Day	Date	Time In	Time out	No. of Working hours		
				Normal	Overtime	Remarks
Wed	01	9:00 AM	6:30 PM	8.50		
Thu	02	9:00 AM	6:30 PM	8.50		
Fri	03	9:00 AM	6:30 PM	8.50		
Sat	04					
Sun	05					
Mon	06	9:00 AM	6:30 PM	8.50		
Tue	07	9:00 AM	6:30 PM	8.50		
Wed	08	9:00 AM	6:30 PM	8.50		
Thu	09	9:00 AM	6:30 PM	8.50		
Fri	10	9:00 AM	6:30 PM	8.50		
Sat	11					
Sun	12					
Mon	13					AL
Tue	14	9:00 AM	6:30 PM	8.50		
Wed	15	9:00 AM	6:30 PM	8.50		
Thu	16	9:00 AM	6:30 PM	8.50		
Fri	17					ML
Sat	18					
Sun	19					
Mon	20	9:00 AM	6:30 PM	8.50		
Tue	21	9:00 AM	6:30 PM	8.50		
Wed	22	9:00 AM	6:30 PM	8.50		
Thu	23	9:00 AM	6:30 PM	8.50		
Fri	24	9:00 AM	6:30 PM	8.50		
Sat	25					
Sun	26					
Mon	27	9:00 AM	6:30 PM	8.50		
Tue	28	9:00 AM	6:30 PM	8.50		
TOTAL HOURS				153.00	0.00	

Submitted by:

Approved by:


 Name: John Christopher B. Dizon
 Date: 08-Mar-2017



 Dominic LEONG Yew Kai
 Date: 08-Mar-2017

Legends:

 PH: Public Holiday
 ML: Medical Leave
 AL: Annual Leave
 UL: Unpaid Leave

DL RESOURCES PTE. LTD.

Leave Application Form

Name: John Christopher B. Dizon		Name of Client: United Overseas Bank	
Date of Submission : 08/03/2017		Contract Period: 08/03/2016 – 07/03/2017	
Type of Leave Applied For:			
<input checked="" type="checkbox"/> VL (Vacation Leave)	:	Entitled To	<u>12+2</u> Days
<input type="checkbox"/> ML (Medical Leave)	:	Entitled To	<u>14</u> Days
Reason(s) for Applying		:	<u>Vacation Leave</u>
Balance of Leave (before this application)		:	1 (CNY January 30 2017)
No. of Days applied for		:	1
Balance of Leave (after this application)		:	0
Signature of Applicant			
Signature of Supervisor			
Date			
Official Use (For Unpaid Leave)		:	Amount of _____ (to be deducted in _____ salary)
Note: AL/UL (to be attached with Leave Approval from your supervisor) ML (to be attached with Medical Chit)			