

CIVIL SERVICE FORM NO. 48

DOST-PHIVOLCS
DAILY TIME RECORD

Jhan Bhenedict Gestole Gamba

April 2024

Total Leave Absent

Vacation _____

Sick _____

Privilege _____

Undertime

Hours _____

Minute _____

Equivalent Day _____

Date	A.M.		P.M.		UNDERTIME	
	IN	OUT	IN	OUT	HRS	MIN
1	09:57 AM			03:53 PM		
2	09:59 AM			06:04 PM		
3	10:06 AM			05:08 PM		
4	09:26 AM			06:03 PM		
5	WORK FROM HOME					
6						
7						
8 **	Vacation Leave					
9 +	Araw ng Kagitingan					
10 +	Feast of Ramadhan					
11 !	08:22 AM	08:41 AM				
12 !						
13						
14						
15 !	06:33 AM	07:17 AM				
16 !						
17	09:11 AM			05:09 PM		
18	10:01 AM			06:08 PM		
19	WORK FROM HOME					
20						
21						
22 **	Sick Leave					
23 !						
24 !						
25 !						
26	WORK FROM HOME					
27						
28						
29	07:02 AM			03:55 PM		
30	09:32 AM			04:01 PM		
Total:						

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

Signature of the Employee_____
Signature of the Division
Supervisor/Chief

LEGEND

+ Holidays/Suspensions ** On Leave ! Leave Permit ^^ Travel Order
 ** Compensatory Time-Off - Special Order / Work From Home ~ Rest Day