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|----------------------|-----------------------------------|---------------|--|--------------|-------|
| EMPLOYEE NAME: | HAVANA, RUSSEL G. | | | Total Hours: | |
| Department: | WAREHOUSE / QUALITY ASSURANCE | | | | |
| Date Submitted: | 26-Aug-25 | | | | |
| Period: | AUGUST 11, 2025 - AUGUST 25, 2025 | | | | |
| Date: | Time: | Transaction | | Remarks | Hours |
| August 11 - 15, 2025 | | Absent / Sick | | | |
| August 18, 2025 | | Absent / Sick | | | |
| August 19, 2025 | | Holiday | | | |
| August 20, 2025 | | Absent | | | |
| August 21, 2025 | | Holiday | | | |
| August 22, 2025 | | Absent / Sick | | | |
| August 25, 2025 | | Absent / Sick | | | |

Approved By:

Mr. Carl Jayvie Manatad

HR Department:

Ms. Mary Anne Cruz

Jan ~~Aug 29, 2025~~
Sept 03, 2025