



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
 HUMAN RESOURCE MANAGEMENT DEPARTMENT  
 Sta. Mesa, Manila

### TIME ADJUSTMENT FORM

Date of Filing: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Office/Department/College \_\_\_\_\_

Date:		
Morning:	IN:	OUT:
Afternoon:	IN:	OUT:
Night:	IN:	OUT:

Reason/s:

\_\_\_\_\_  
 Employee's Signature Over Printed Name

Endorsed/Approved by:

\_\_\_\_\_  
 Signature of Immediate Supervisor Over Printed Name

Approved by: (In excess of five (5) manual entries)

\_\_\_\_\_  
 Signature of the Vice President/Head of the Sector Over Printed Name

Note: Once completely filled-up, please submit to HRMD



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