

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

TIME ADJUSTMENT FORM

fice/Depart	ment/College	
iice/ Depair	.illelit/College	
ate:		
/lorning:	IN:	OUT:
Afternoon:	IN:	OUT:
light:	IN:	OUT:
eason/s:		
Reason/s:	Employee's Sig	nature Over Printed Name
reason/s:	, , ,	nature Over Printed Name
ndorsed/App	proved by:	nature Over Printed Name te Supervisor Over Printed Name
ndorsed/App S	proved by:	te Supervisor Over Printed Name



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

Date of Filing	:			
mployee's N	ame:			
office/Department/College				
Date:				
Morning:	IN:	OUT:		
Afternoon:	IN:	OUT:		
Night:	IN:	OUT:		
	Employee's S	ignature Over Printed Name		
Endorsed/App	proved by:			
S	Signature of Immed	iate Supervisor Over Printed Name		
Approved by:	(In excess of five (5) manual entries)		
Signature	e of the Vice Presid	ent/Head of the Sector Over Printed Name		
lote: Once comn	letely filled-un-nlease	e submit to HRMD		