

DAILY TIME RECORD **PIAMONTE, PATRICK JOHN B.** (NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		HOLIDAY				Absent
2-TUE	8:00	12:00	1:00	5:00		Absent
3-WED	8:00	12:00	1:00	5:00		Absent
4-THU	8:00	12:00	1:00	5:00		Absent
5-FRI	7:50	12:00	1:00	5:00		Absent
6-SAT						Off
7-SUN						Off
8-MON	8:00	HOLIDAY				Absent
9-TUE	8:00	12:00	1:00	5:00		Absent
10-WED	8:00	12:00	1:00	5:00		Absent
11-THU	8:00	12:00	1:00	5:00		Absent
12-FRI	8:00	12:00	1:00	5:00		Absent
13-SAT						Off
14-SUN						Off
15-MON	7:45	12:00	1:00	5:00		Absent
16-TUE	7:50	12:00	1:00	5:00		Absent
17-WED	8:00	12:00	1:00	5:00		Absent
18-THU	8:00	12:00	1:00	5:00		Absent
19-FRI		LEAVE				Absent
20-SAT						Off
21-SUN						Off
22-MON	7:40	12:00	1:00	5:00		Absent
23-TUE	8:00	12:00	1:00	5:00		Absent
24-WED	8:00	12:00	1:00	5:00		Absent
25-THU	8:00	12:00	1:00	5:00		Absent
26-FRI	8:00	12:00	1:00	5:00		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		Absent
30-TUE		HOLIDAY				Absent

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

PATRICK JOHN B. PIAMONTE

VERIFIED as to prescribed office hours

ANALYN M. MAZO

Department Head
Department of Biological Sciences

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PATRICK JOHN B. PIAMONTE

VERIFIED as to prescribed office hours

ANALYN M. MAZO

Department Head
Department of Biological Sciences



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT DBS	2. NAME : (Last) (First) (Middle) PIAMONTE PATRICK JOHN
3. DATE OF FILING November 17, 2021	4. POSITION DMIN Aide IV 5. SALARY _____

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☒ **Mandatory/Forced Leave** (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

(Specify Illness) _____

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

1 day

INCLUSIVE DATES

November 19, 2021

6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA BIBERA, Am. Officer II

(Authorized Officer)

7.B RECOMMENDATION

☒ For approval

For disapproval due to _____

ANALYN M. MAZO
Head, DBS

(Authorized Officer)

7.C APPROVED FOR:

- _____ days with pay
- _____ days without pay
- _____ others (Specify) _____

7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN
President

(Authorized Official)