Civil Service Form 48

## DAILY TIME RECORD ATOK, JO JANE D.

8:00AM - 5:00PM

For the month of May 1 - 31, 2022 Official hours for arrival and departure

Day	AM		PM		T /T :	T-1-1
	IN	OUT	IN	OUT	T/U	Total
1-SUN						Off
2-MON	7:49	12:00	1:00	5:07		8hrs
3-TUE						Holiday
4-WED	7:53	12:00	12:42	5:07		8hrs
5-THU						Absent
6-FRI		8.22	1 12			Absent
7-SAT	=					Off
8-sun			- 1		3 × 5	Off
9-MON						Holiday
10-TUE		13				Absent
11-WED	7:52	12:07	1:00	5:12	1	8hrs
12-THU	7:56	12:01	12:41	5:22		8hrs
13-FRI	7:54	12:13	12:49	5:02		8hrs
14-SAT						Off
15-sun						Off
16-MON	7:48	12:00	12:25	5:05		8hrs
17-TUE	1			1 1 1 1		Absent
18-WED	7:51	12:03	1:00	5:04		8hrs
19-тни	7:55	1:03	1:04	5:17		8hrs
20-FRI	7:48	12:04	1:00	5:09		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:47	12:00	12:04	5:09		8hrs
24-TUE	7:51	12:02	12:05	5:07		8hrs
25-WED	7:50	12:00	1:00	5:17		8hrs
26-THU	7:49	12:10	12:36	6:37		8hrs
27-FRI	7:47	12:18	1:00	5:04	1	8hrs
28-SAT						Off
29-sun			14			Off
30-MON	7:52	12:40	12:41	5:49		8hrs
31-TUE	7:47	12:12	12:57	5:10		8hrs

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.

VERIFIED as to prescribed office hours

MA. THERESA

Department Head Advanced Research and Innovation Center Civil Service Form 48

# DAILY TIME RECORD ATOK, JO JANE D.

For the month of May 1 - 31, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		mar.	
	IN	OUT	IN	OUT	T/U	Total
1-sun						Off
2-MON	7:49	12:00	1:00	5:07		8hrs
3-TUE						Holiday
4-WED	7:53	12:00	12:42	5:07		8hrs
5-THU					(t =	Absent
6-FRI						Absent
7-SAT						Off
8-sun						Off
9-MON				11 × 12		Holiday
10-TUE						Absent
11-WED	7:52	12:07	1:00	5:12		8hrs
<b>12</b> -THU	7:56	12:01	12:41	5:22		8hrs
13-FRI	7:54	12:13	12:49	5:02		8hrs
14-SAT						Off
15-SUN		1				Off
16-MON	7:48	12:00	12:25	5:05		8hrs
17-TUE						Absent
18-WED	7:51	12:03	1:00	5:04		8hrs
19-THU	7:55	1:03	1:04	5:17		8hrs
20-FRI	7:48	12:04	1:00	5:09		8hrs
21-SAT	-					Off
22-SUN	. 1					Off
23-MON	7:47	12:00	12:04	5:09		8hrs
24-TUE	7:51	12:02	12:05	5:07		8hrs
25-WED	7:50	12:00	1:00	5:17		8hrs
26-THU	7:49	12:10	12:36	6:37	2.0	8hrs
27-FRI	7:47	12:18	1:00	5:04		8hrs
28-SAT	2.5	12	- 11 - 11		17	Off
29-SUN				11		Off
30-MON	7:52	12:40	12:41	5:49		8hrs
31-TUE	7:47	12:12	12:57	5:10	75.5	8hrs

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

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

Department Head Advanced Research and Innovation Center



#### Republic of the Philippines VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

#### APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME: (Last)	(First) (Middle)		
Advanced Research and Innovation Center ATOK	JO JANE D.		
3 DATE OF FILING April 25, 2022 4. POSITION Instructor	or! 5. SALARY		
6. DETAILS OF A	APPLICATION		
6 A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE		
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	In case of Vacation/Special Privilege Leave:		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Within the Philippines		
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Abroad (Specify)		
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)	In case of Sick Leave:		
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)	In Hospital (Specify Illness)		
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Out Patient (Specify Illness)		
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).	In case of Special Leave Benefits for Women:		
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)	(Specify Illness)		
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)	In case of Study Leave:		
√ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)	Completion of Master's Degree		
Adoption Leave (R.A. No. 8552)	BAR/Board Examination Review		
Others:	Other purpose:  Monetization of Leave Credits		
Others.	Terminal Leave		
S.C. NILIMPER OF WORKING DAVE APRILITY FOR			
6.C NUMBER OF WORKING DAYS APPLIED FOR 4 days	6.D COMMUTATION		
INCLUSIVE DATES	Not Requested		
May3,6 & 10, 2022	Requested		
	(Signature of Applicant)		
7. DETAILS OF ACTION	N ON APPLICATION		
7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION		
As of	For approval		
Vacation Leave Sick Leave	For disapproval due to		
Total Eamed Less this application			
Balance	mtilati		
	MA. THERESA P. LORETO		
REGINA BIBERA, Am. Officer II (Authorized Officer)	Director, ARI Center		
	(Authorized Officer)		
7.C APPROVED FOR: days with pay	7.D DISAPPROVED DUE TO:		
days without pay			
others (Specify)			
-t-la	of a		
EDGARDO E.	TULIN		
0 Presider	nt		
(Authorized C			



Republic of the Philippines VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

OFFICE/DEPARTMENT 2 NAME: (Last)	(First) (Middle)		
Advanced Research and Innovation Center ATOK	JO JANE D.		
DATE OF FILING May \$ 2022 4. POSITION Instructor	rI 5. SALARY		
6. DETAILS OF A	PPLICATION		
A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE		
Vacation Leave (Sec. 51. Rule XVI, Omnibus Rules Implementing E.O. No. 292)	In case of Vacation/Special Privilege Leave:		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Within the Philippines		
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Abroad (Specify)		
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)	In case of Sick Leave:		
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)	In Hospital (Specify Illness)		
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Out Patient (Specify Illness)		
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)	In case of Special Leave Benefits for Women:		
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)	(Specify Illness)		
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)	In case of Study Leave:		
√ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)	Completion of Master's Degree		
Adoption Leave (R.A. No. 8552)	BAR/Board Examination Review		
	Other purpose:		
Others:	Monetization of Leave Credits		
	Terminal Leave		
.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION		
1 day	Not Requested		
INCLUSIVE DATES	Requested		
05-May-22	14		
	(Signature of Applicant)		
7. DETAILS OF ACTION	ON APPLICATION		
A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION		
As of	For approval		
Vacation Leave Sick Leave	For disapproval due to		
Total Earned Less this application			
Balance	nglotto		
	MA. THERESA P. LORETO		
REGINA BIBERA, Am. Officer II	Director, ARI Center		
(Authorized Officer)	(Authorized Officer)		
.C APPROVED FOR:	7.D DISAPPROVED DUE TO:		
days with pay			
days without pay others (Specify)			
c notal	nto		
EDGARDO E.	TULIN		
Presider (Authorized C			





#### Republic of the Philippines VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

## **APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT 2. NAME: (Last)	(First) (Middle)
Advanced Research and Innovation Center ATOK	JO JANE D.
3. DATE OF FILING May 12, 2022 4. POSITION Instructor	r <u>I</u> 5. SALARY
6. DETAILS OF A	PPLICATION
6.A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE
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)	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
Otners.	Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR 1 day INCLUSIVE DATES May 17, 2022	6.D COMMUTATION  Not Requested  Requested  (Signature of Applicant)
7. DETAILS OF ACTION	ON APPLICATION
7.A CERTIFICATION OF LEAVE CREDITS  As of	7.B RECOMMENDATION  For approval  For disapproval due to
(Authorized Officer)	(Authorized Officer)
7.C APPROVED FOR:  days with pay days without pay others (Specify)	7 D DISAPPROVED DUE TO:
EDGARDO E. T President (Authorized Of	Address of the Control of the Contro