

DAILY TIME RECORD**ATOK, JO JANE D.**

(NAME)

For the month of

May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
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						Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED	7:52	12:07	1:00	5:12		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						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						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		8hrs
28-SAT						Off
29-SUN						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.



JO JANE D. ATOK

VERIFIED as to prescribed office hours



MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center

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JO JANE D. ATOK

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 Advanced Research and Innovation Center	2. NAME : (Last) (First) (Middle) ATOK JO JANE D.													
3. DATE OF FILING April 25, 2022	4. POSITION Instructor I	5. SALARY _____												
6. DETAILS OF APPLICATION														
<div style="display:flex"><div style="flex:1"><p>6.A TYPE OF LEAVE TO BE AVAILED OF</p><p>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p><p>Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p><p>Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p><p>Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p><p>Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p>Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p><p><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p><p>Adoption Leave (R.A. No. 8552)</p><p>Others: _____</p></div><div style="flex:1"><p>6.B DETAILS OF LEAVE</p><p><i>In case of Vacation/Special Privilege Leave:</i></p><p>Within the Philippines _____</p><p>Abroad (Specify) _____</p><p><i>In case of Sick Leave:</i></p><p>In Hospital (Specify Illness) _____</p><p>Out Patient (Specify Illness) _____</p><p>_____</p><p><i>In case of Special Leave Benefits for Women:</i></p><p>(Specify Illness) _____</p><p>_____</p><p><i>In case of Study Leave:</i></p><p>Completion of Master's Degree</p><p>BAR/Board Examination Review</p><p><i>Other purpose:</i></p><p>Monetization of Leave Credits</p><p>Terminal Leave</p></div></div>														
<div style="display:flex"><div style="flex:1"><p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p><p>4 days</p><p>INCLUSIVE DATES</p><p>May 3, 6 & 10, 2022</p></div><div style="flex:1"><p>6.D COMMUTATION</p><p>Not Requested</p><p>Requested</p><p style="text-align:right"> (Signature of Applicant)</p></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display:flex"><div style="flex:1"><p>7.A CERTIFICATION OF LEAVE CREDITS</p><p>As of _____</p><table border="1" style="width:100%"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table><p style="text-align:center">REGINA BIBERA, Am. Officer II (Authorized Officer)</p></div><div style="flex:1"><p>7.B RECOMMENDATION</p><p>For approval</p><p>For disapproval due to _____</p><p>_____</p><p style="text-align:center"> MA. THERESA P. LORETO Director, ARI Center (Authorized Officer)</p></div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
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Balance														
<div style="display:flex"><div style="flex:1"><p>7.C APPROVED FOR:</p><p>_____ days with pay</p><p>_____ days without pay</p><p>_____ others (Specify)</p></div><div style="flex:1"><p>7.D DISAPPROVED DUE TO:</p><p>_____</p><p>_____</p><p>_____</p></div></div> <div style="text-align:center; margin-top: 20px;"> EDGARDO E. TULIN President (Authorized Official)</div>														



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Advanced Research and Innovation Center	2. NAME (Last) (First) (Middle) ATOK JO JANE D.													
3. DATE OF FILING <u>May 3, 2022</u>	4. POSITION <u>Instructor I</u>	5. SALARY _____												
6. DETAILS OF APPLICATION														
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review <i>Other purpose:</i> Monetization of Leave Credits Terminal Leave												
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VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

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APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Advanced Research and Innovation Center	2. NAME : (Last) (First) (Middle) ATOK JO JANE D.													
3. DATE OF FILING <u>May 12, 2022</u>														
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6. DETAILS OF APPLICATION														
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<div style="display: flex;"><div style="flex: 1; padding: 5px;">6.C NUMBER OF WORKING DAYS APPLIED FOR 1 day INCLUSIVE DATES <u>May 17, 2022</u> <i>GB</i></div><div style="flex: 1; padding: 5px;">6.D COMMUTATION Not Requested Requested <div style="text-align: right;"><i>[Signature]</i> (Signature of Applicant)</div></div></div>														
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