ivil Service Form 48

DAILY TIME RECORD

ABAPO, JANE M.
(NAME)

For the month of February 1 - 28, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

There	AM		PM		TOTAL .	(Patro)
Day	IN	OUT	IN	OUT	T/U	Total
1-WED	7:00	12:03	12:43	4:33		8hrs
2-тни	6:59	12:25	12:43	4:30		8hrs
3-FRI						FL
4-SAT						Off
5-sun						Off
6-MON	6:56	12:22	12:57	5:28		8hrs
7-TUE	7:00	12:45	1:00	5:28		8hrs
8-WED	6:58	12:31	12:47	4:17		8hrs
9-THU	7:00	12:16	12:42	5:47		8hrs
10-FRI	7:00	12:32	12:45	5:13		8hrs A
11-SAT						Off
12-SUN						Off
13-MON						SPL
14-TUE	6:59	12:11	1:00	5:39		8hrs
15-WED	7:00	12:39	12:52	4:38		8hrs
16-THU	7:00	12:13	12:53	5:46		8hrs
17-FRI	7:00	12:03	12:52	6:01		8hrs
18-SAT						Off
19-sun						Off
20-MON	6:50	12:05	12:50	5:32		8hrs
21-TUE	6:59	12:01	12:54	5:14		8hrs
22-WED			12:33	5:11		4hrs (FL half day)
23-тни	6:52	12:41	12:43	5:46		8hrs
24-FRI	7:00	12:34	12:35	5:18		8hrs '
25-SAT						Off
26-SUN						Off
27-MON	6:55	12:10	12:51	6:08		8hrs
28-TUE	6:47	12:08	12:35	5:06		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.

JANE M. ABAPO

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry Civil Service Form 48

DAILY TIME RECORD ABAPO, JANE M. (NAME)

For the month of February 1 - 28, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

Day		AM		PM		
Day	IN	OUT	IN	OUT	T/U	Total
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3-FRI						FL
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9-THU	7:00	12:16	12:42	5:47	_	8hrs
10-FRI	7:00	12:32	12:45	5:13	_	8hrs
11-5AT			1	0.10		Off
12-SUN						Off
13-MON						SPL
14-TUE	6:59	12:11	1:00	5:39		8hrs
15-WED	7:00	12:39	12:52	4:38		Contract of the Contract of th
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7-FRI	7:00	12:03	12:52	6:01		8hrs
8-SAT			24,02	0.01		8hrs
9-sun						Off
0-MON	6:50	12:05	12:50	5:32		Off
1-TUE	6:59	12:01	12:54	5:14		8hrs
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5-SAT		-410-2	12:33	3:16		Shrs
6-sun						Off
7-MON	6:55	12:10	12:51	6.00		Off
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	D. E.	14:00	14:33	5:06		8hrs

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

JANE M. ABAPO

/ERIFIED as to prescribed office hour

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Abapo		Jane	Maderazo
3. DATE OF FILING	4. POSITION	4. POSITION		5. SALARY (Monthly)
02/01/2023	2023 Laboratory Technician II			
	6.	DETAILS OF AP	PLICATION	
6.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF	LEAVE:
□Adoption Mandatory/Force □Maternity □Maternity - 7 days Trans □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule) □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 9042 CSC	amity) or women	In case of vacation/Special Privilege leave: ☐ Within the Philippines: ☐ Abroad (Pls. Specify):		
Others:		Other purpose: Monetization of Leave Credits Terminal Leave		
6.c NUMBER OF WORKING I	DAYS APPLIED FOR	}	6.d COMMUTAT	ION
	1 day usive Dates 23 - 02/03/2023		Requested Not Requested ABAPO, JANE M. (Signature of Applicant)	
a CERTIFICATION OF LEAV		LS OF ACTION		
AS of: February 2023	E CREDITS		7.b RECOMMEN	DATION:
	Vacation Leave	Sick Leave	☐ For Approva	al
Total Earned	17.497	107.792		
Less this Application			☐ For Disappr	roval due to:
Balance	16.497	107.792		- 0/
REGIN Office of the Head of	A C. BIBERA Payroll and Leave	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
7.c APPROVED FOR:day(s) with pay Others (Specify):da	y(s) without pay		7.d DISAPPROVE	ED due to:
	4	EDGARDO E. (Printed Name and S University Pres	Signature)	



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	Name (Last) Abapo		(Middle) Maderazo	
DOPAC	Abapo				
3. DATE OF FILING 4. POSITION		ı		5. SALARY (Monthly)	
02/01/2023	The state of	Laboratory Tech	nician II		
	6.1	DETAILS OF AP	PLICATION		
6.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS O	OF LEAVE:	
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Trans □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule) □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits for Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 9262 / CSC	days for single mol KVI, Omnibus Rules Implement amity) or women	ther	In case of vacation/Special Privilege leave: ⊠ Within the Philippines: Baybay City □ Abroad (Pls. Specify):		
6.c NUMBER OF WORKING I	DAYS APPLIED FOR		6.d COMMUTA	SPEEDS OF THE PERSON OF THE PE	
	1 day usive Dates 23 - 02/13/2023		Not Requested Not Requested ABAPO, JANE M. (Signature of Applicant)		
	7. DETAI	LS OF ACTION	ON APPLICAT	ION	
7.a CERTIFICATION OF LEAV AS of: February 2023	VE CREDITS		7.b RECOMMI	ENDATION:	
Total Earned Less this Application Balance REGIN	17.497 17.497 A C. BIBERA	Sick Leave 107.792 107.792	□ For Approval □ For Disapproval due to: ELIZABETH S. QUEVEDO		
Office of the Head of	Payroll and Leave	Department of Pure and Applied Chemistry			
7.c APPROVED FOR: day(s) with pay Others (Specify):day	ay(s) without pay	7.d DISAPPROVED due to:			
	f	EDGARDO E. (Printed Name and 3 University Pre	Signature)		



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

Abapo 4. POSITION		Jane	Maderazo 5. SALARY (Monthly)		
			5. SALARY (Monthly)		
1					
1	Laboratory Tech	mician II			
6. 1	DETAILS OF API	PLICATION			
D OF:		6.b DETAILS O	F LEAVE:		
□Adoption Mandatory/Force □Maternity □Maternity - 7 days Transferable to father/alternate caregiver □Maternity - additional 15 days for single mother □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □Sabbatical □Sick □Special Emergency (Calamity) □Special Leave Benefits for women □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation Others:			In case of vacation/Special Privilege leave: □ Within the Philippines: □ Abroad (Pls. Specify): In case of Sick leave: □ In Hospital (Pls. Specify): □ Out Patient (Pls. Specify): In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of PHD Degree Other purpose: □ Monetization of Leave Credits		
PPLIED FOR		-	Philip		
2s Dates 2/22/2023		□ Not Requested □ Not Requested			
7. DETAIL	LS OF ACTION	ON APPLICATI	ION		
EDITS		7.b RECOMME	NDATION:		
ition Leave	Sick Leave	☐ For Appro	val		
16.705	106.625				
		☐ For Disapp			
16.205	106.625		a Phienos		
REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
rithout pay		7.d DISAPPROV	VED due to:		
	to father/alt for single mot bus Rules Implemented bus Rules Imple	to father/alternate caregiver for single mother bus Rules Implementing E.O. No. 292) hen ODEPPLIED FOR Salates 2/22/2023 7. DETAILS OF ACTION EDITS ation Leave Sick Leave 16.705 106.625 BIBERA Ill and Leave Benefits	Cope Cope		