Civil Service Form 48

#### DAILY TIME RECORD

GORNE, NELLO D.

For the month of June 1 - 30, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		77.77	Total
	IN	OUT	IN	OUT	T/U	Total
1-WED	7:58	12:00	12:55	5:22		8hrs
2-THU	7:56	12:04	12:57	5:02		8hrs
3-FRI	7:56	12:02	12:48	5:21		8hrs
4-SAT	1					Off
5-SUN	5					Off
6-MON	7:57	12:02	1:00	5:17		8hrs
7-TUE	7:56	12:03	12:51	5:32		8hrs
8-WED	7:56	12:05	12:56	5:27	3hrs 51mins	4hrs 9mins
9-тни	7:57	12:00	12:54	5:07		8hrs
10-FRI	7:56	12:06	12:57	5:03		8hrs
11-SAT						Off
12-SUN	5			1		Off
13-MON	7:52	12:05	12:50	5:05	3hrs 45mins	4hrs 15mins
14-TUE	7:56	12:03	12:45	5:10		8hrs
15-WED	7:56	12:03	12:45	5:03		8hrs
16-THU	7:56	12:03	12:56	5:06		8hrs
17-FRI	7:57	12:03	12:53	5:30		8hrs
18-SAT	5					Off
19-sun						Off
20-MON	7:51	12:05	12:48	5:13		8hrs
21-TUE	7:55	12:07	12:14	5:21		8hrs
22-WED	7:53	12:12	12:55	5:16		8hrs
23-THU	00	VEX	UF			Absent
24-FRI	ON	LE	SVE			Absent
25-SAT	5					Off
26-SUN	2					Off
27-MON	8:00	12:05	12:54	5:15		8hrs
28-TUE	8:00	12:02	12:47	5:14		8hrs
29-WED	3:00	17:40	1:01	5.00	2 WTH	Absent
30-THU	B: A	12:10	1:00	5:00	5	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.

NELLO D, GORNE

VERIFIED as to prescribed office hours

**RUTH O. ESCASINAS** 

Department Head Department of Agronomy

Date Generated: Jul/03/2022 09:59:34

**Philippines E UNIVERSITY** City, Leyte

Stamp of Date of Receipt

(First)	(Middle)
Nello	Degracia
	5. SALARY (Monthly)
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APPLICATION	and the state of t
6.b DETAILS O	F LEAVE:
□ Within the I □ Abroad (Pls.  In case of Sick I □ In Hospital □ Out Patient  In case of Speci (Specify Illness)  In case of Study □ Completion	eave: (Pls. Specify): (Pls. Specify): (Pls. Specify): al Leave Benefits for Women:
□ Terminal Lea	testimot apetitiros neral a asmidija a ain a secoli
6.d COMMUTAT	
☑ Requested	□ Not Requested
	GORNE, NELLO D.
	(Signature of Applicant)
N ON APPLICATIO	The state of the s
7.b RECOMMEN	officers Bud (po- Asses) store
□ For Disappr	
	Wern
**************************************	RUTH O. ESCASINAS Department of Agronomy
7.d DISAPPROVE	ED due to:

E. TULIN

nd Signature) resident



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)
DA	Gorne	to Artibur	Nello	Degracia
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)	
06/20/2022	service of the mountains	fessor IV	emen been Agreematica to	
Same a criticalnics of	6. 1	DETAILS OF A	PPLICATION	
6.a TYPE OF LEAVE TO BE AV  □Adoption  Mandatory/Force □Maternity □Maternity - 7 days Transi □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits fo □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No □Vacation  Others:	Ferable to father/alt days for single mot VI, Omnibus Rules Implemen mity) r women	6.b DETAILS OF LEAVE:  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: □ Completion of Master's Degree □ BAR/Board Examination Review  Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
Inclu	1 day sive Dates 2 - 06/23/2022	6.d COMMUTATION  ☑ Requested ☐ Not Requested  GORNE, NELLO D.  (Signature of Applicant)		
All a margines of the state of	7. DETAIL	S OF ACTION	ON APPLICATION	a thing was refer to one of the first state of the state
7.a CERTIFICATION OF LEAVE AS of: <u>June 2022</u>	E CREDITS  Vacation Leave	Sick Leave	7.b RECOMMENDA	TION: Medical Lance than the reference if the land
Total Earned	Adeaton Deave	SICK LEAVE	☐ For Approval	
Less this Application Balance		MI IFF	☐ For Disapprova	l due to:
REGINA Office of the Head of I	C. BIBERA	RUTH O. ESCASINAS  Department of Agronomy		
.c APPROVED FOR:day(s) with pay day Others (Specify):	(s) without pay	7.d DISAPPROVED due to:		
	8	EDGARDO E. T (Printed Name and Si University Pres	ignature)	al at administration where a control of the second



## 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) (Mic		(Middle)
DA	terrolly the	Nello	Degracia	
3. DATE OF FILING	4. POSITION	Rest III		5. SALARY (Monthly)
06/22/2022	A	essor IV	Packerson House	
Allignition in the constraint	6. DI	TAILS OF AP	PLICATION	artina (Broff-stall) Labora Fr, Strong of A.P. S 201 Labora
6.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF LE	AVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transfe □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X) □Sabbatical □Sick □Special Emergency (Calar) □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. □Vacation  Others: CDO	days for single mother VI, Omnibus Rules Implementin mity) r women	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: □ Completion of Master's Degree □ BAR/Board Examination Review  Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
6.c NUMBER OF WORKING D.	AVC ADDITED FOR		6.d COMMUTATION	J
Inclu	1 day sive Dates 22 - 06/24/2022		GORNE, NELLO D.  (Signature of Applicant)	
	7 DETAILS	OF ACTION	ON APPLICATION	South C visited for all Visites
7.a CERTIFICATION OF LEAV		OI ACTION	7.b RECOMMENDA	TION:
AS of: June 2022	L OILLDIIO			
Total Earned Less this Application	Vacation Leave	Sick Leave	☐ For Approval ☐ For Disapproval due to:	
Balance  REGINA  Office of the Head of	A C. BIBERA Payroll and Leave Be	RUTH O. ESCASINAS  Department of Agronomy		
7.c APPROVED FOR: day(s) with pay day Others (Specify):	y(s) without pay	7.d DISAPPROVED due to:		
weight in the property		EDGARDO E.		
N)	-	(Printed Name and a University Pre		The state of the s