

DAILY TIME RECORD(NAME) **RATILLA, BERTA C.**For the month of
July 1 - 31, 2023Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:57	12:17	12:19	5:16		8hrs
4-TUE	8:02	12:08	12:36	5:42	2mins	7hrs 58mins
5-WED	7:57	12:12	12:27	5:11		8hrs
6-THU	8:03	12:16	12:25	7:07	3mins	7hrs 57mins
7-FRI	7:55	12:06	12:18	5:56		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:58	12:02	12:42	6:01		8hrs
11-TUE	7:55	12:04	12:34	6:29		8hrs
12-WED	8:03	12:16	12:56	5:09	3mins	7hrs 57mins
13-THU	7:54	12:01	12:40	5:20		8hrs
14-FRI	7:51	12:04	12:06	5:40		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:48	12:07	12:30	6:09		8hrs
18-TUE						FL
19-WED	8:09	12:13	12:42	5:38	9mins	7hrs 51mins
20-THU	7:57	12:01	12:09	5:50		8hrs
21-FRI	7:59	12:03	12:25	5:16		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:04	12:14	12:20	5:17	4mins	7hrs 56mins
25-TUE	7:49	12:07	12:21	5:10		8hrs
26-WED	7:57	12:06	12:31	5:59		8hrs
27-THU	8:03	12:04	12:21	5:43	3mins	7hrs 57mins
28-FRI	7:58	12:07	12:41	5:47		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:55	12:51	12:52	5:38		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.



BERTA C. RATILLA

VERIFIED as to prescribed office hours



DIONESIO M. BAÑOC
Department Head
Department of Agronomy



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		Ratilla		Berta	Catingan												
3. DATE OF FILING		4. POSITION		5. SALARY (Monthly)													
07/11/2023		Professor IV															
6. DETAILS OF APPLICATION																	
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:														
<input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation Others: _____			In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave														
6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION														
1 day Inclusive Dates 07/18/2023 - 07/18/2023			<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested RATIO, BERTA C. (Signature of Applicant)														
7. DETAILS OF ACTION ON APPLICATION																	
7.a CERTIFICATION OF LEAVE CREDITS			7.b RECOMMENDATION:														
AS of: July 2023			<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:														
<table border="1"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>210.005</td> <td>220.351</td> </tr> <tr> <td>Less this Application</td> <td>1</td> <td></td> </tr> <tr> <td>Balance</td> <td>209.005</td> <td>220.351</td> </tr> </table>				Vacation Leave	Sick Leave	Total Earned	210.005	220.351	Less this Application	1		Balance	209.005	220.351	DIONESIO M. BAÑOC Department of Agronomy		
	Vacation Leave	Sick Leave															
Total Earned	210.005	220.351															
Less this Application	1																
Balance	209.005	220.351															
7.c APPROVED FOR:			7.d DISAPPROVED due to:														
1 day(s) with pay 1 day(s) without pay Others (Specify):			EDGARDO E. TULIN (Printed Name and Signature) University President														