

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

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

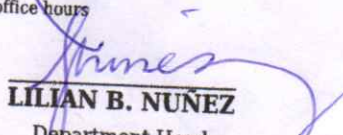
Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						VL
4-TUE	8:13	12:30	12:32	5:00	13mins	7hrs 47mins
5-WED	8:23	12:20	12:29	5:00	23mins	7hrs 37mins
6-THU	8:11	12:02	12:11	5:02	11mins	7hrs 49mins
7-FRI	8:13	12:14	12:17	5:07	13mins	7hrs 47mins
8-SAT						Off
9-SUN						Off
10-MON	8:12	12:04	12:05	5:11	12mins	7hrs 48mins
11-TUE	8:38	12:12	12:35	5:04	38mins	7hrs 22mins
12-WED	8:23	12:09	12:14	5:25	23mins	7hrs 37mins
13-THU	8:17	12:11	12:14	5:10	17mins	7hrs 43mins
14-FRI	8:27	12:17	12:19	5:08	27mins	7hrs 33mins
15-SAT						Off
16-SUN						Off
17-MON	8:20	12:02	12:08	5:05	20mins	7hrs 40mins
18-TUE	8:13	12:01	12:03	5:09	13mins	7hrs 47mins
19-WED	8:52	12:17	12:22	5:05	52mins	7hrs 8mins
20-THU						Holiday
21-FRI						VL
22-SAT						Off
23-SUN						Off
24-MON	8:12	12:12	12:22	5:02	12mins	7hrs 48mins
25-TUE	8:24	12:00	12:02	5:10	24mins	7hrs 36mins
26-WED	8:31	12:11	12:12	5:17	31mins	7hrs 29mins
27-THU	8:23	12:02	12:04	5:05	23mins	7hrs 37mins
28-FRI	8:19	12:07	1:00	5:00	19mins	7hrs 41mins
29-SAT						SUSPENDED 1:00 pm 5:00 pm
30-SUN						Off
31-MON						Off
						Holiday

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.



MIZAE B. CERNA

VERIFIED as to prescribed office hours



LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research & Development Studies



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)
ISRDS	Cerna	Mizael	Bedayo
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
10/18/2022	Administrative Aide III		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)
☐ 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: _____

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : personal
☐ 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 Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day

Inclusive Dates

10/21/2022 - 10/21/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

CERNA, MIZAE B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: October 2022

	Vacation Leave	Sick Leave
Total Earned	37.084	55.042
Less this Application		
Balance	36.084	55.042

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

for: Lilian B. Nuñez

LILIAN B. NUÑEZ

Institute for Strategic Research & Development
Studies

7.c APPROVED FOR:

____ day(s) with pay ____ day(s) without pay
 Others (Specify):

7.d DISAPPROVED due to:

for: Edgardo E. Tulin

EDGARDO E. TULIN
 (Printed Name and Signature)
 University President



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)
ISRDS	Cerna	Mizael	Bedayo
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
09/30/2022	Administrative Aide III		

6. DETAILS OF APPLICATION**6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)
☐ 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: _____

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Within the Leyte
☐ 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 Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR1 day

Inclusive Dates

10/03/2022 - 10/03/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

CERNA, MIZAE B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: September 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

7.c APPROVED FOR:

_____ day(s) with pay _____ day(s) without pay
 Others (Specify):

7.d DISAPPROVED due to:**EDGARDO E. TULIN**

(Printed Name and Signature)
 University President