

DAILY TIME RECORD **RATILLA, TEODOMERO C.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:56	12:08	12:19	5:24		8hrs
2-THU	7:58	12:35	12:52	6:01		8hrs
3-FRI	8:00	12:15	12:16	5:20		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:59	1:00	5:41		8hrs
7-TUE	8:02	12:10	12:13	5:25	2mins	7hrs 58mins
8-WED	8:01	12:29	12:31	5:18	1min	7hrs 59mins
9-THU	8:00	12:06	12:15	5:08		8hrs
10-FRI	7:53	12:47	12:56	5:09		8hrs
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE	8:02	12:55	12:59	5:15	2mins	7hrs 58mins
15-WED	8:05	12:13	12:24	5:40	5mins	7hrs 55mins
16-THU	8:01	12:20	12:21	5:03	1min	7hrs 59mins
17-FRI	8:03	12:00	12:50	5:51	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:22	12:27	5:26		8hrs
21-TUE	7:51	12:44	12:55	5:26		8hrs
22-WED	8:00	12:34	12:36	5:11		8hrs
23-THU	8:02	12:17	12:26	5:47	2mins	7hrs 58mins
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:35	12:36	5:51		8hrs
28-TUE	8:04	12:04	12:11	5:35	4mins	7hrs 56mins

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.


TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

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	Teodomero	Cabusao												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
02/10/2023	School Farm Demonstrator														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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: _____		6.b DETAILS OF LEAVE: 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 1 day Inclusive Dates 02/13/2023 - 02/13/2023		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  RATILLA, TEODOMERO C. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: February 2023 <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>296.039</td><td>282.917</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>295.039</td><td>282.917</td></tr></tbody></table> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			Vacation Leave	Sick Leave	Total Earned	296.039	282.917	Less this Application			Balance	295.039	282.917	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  RUTH O. ESCASINAS Department of Agronomy	
	Vacation Leave	Sick Leave													
Total Earned	296.039	282.917													
Less this Application															
Balance	295.039	282.917													
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															