

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

May 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:02	12:08	12:53	5:43	2mins	7hrs 58mins
3-WED						OB
4-THU						OB
5-FRI	7:56	12:10	12:38	5:32		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:56	12:14	12:48	5:29		8hrs
9-TUE	8:00	12:15	12:39	5:32		8hrs
10-WED	7:52	12:18	12:40	5:31		8hrs
11-THU						OB
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	7:59	12:01	12:44	5:16		8hrs
16-TUE	8:04	12:05	12:51	5:31	4mins	7hrs 56mins
17-WED						OB
18-THU						OB
19-FRI						SPL
20-SAT						Off
21-SUN						Off
22-MON						SPL
23-TUE						SPL
24-WED						SL
25-THU	7:47	12:12	12:51	5:38		8hrs
26-FRI	7:56	12:10	12:22	5:33		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:59	12:11	12:41	8:36		8hrs
30-TUE	8:01	12:03	12:50	5:46	1min	7hrs 59mins
31-WED	7:57	12:16	12:37	5:39		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



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	Berta	Catingan												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
05/16/2023	Professor IV														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input 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 checked="" 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 checked="" type="checkbox"/> Within the Philippines : <u>Cebu/Leyte</u> <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 <div style="text-align: center;">3 days Inclusive Dates 05/19/2023 - 05/23/2023</div>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> RATILLA, BERTA C. (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>May 2023</u> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 40%;"></td> <td style="width: 30%;">Vacation Leave</td> <td style="width: 30%;">Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>210.263</td> <td>220.518</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>210.263</td> <td>220.518</td> </tr> </table> <div style="text-align: center;"> HONEY SOFIA V. COLIS Human Resource Management Office </div>			Vacation Leave	Sick Leave	Total Earned	210.263	220.518	Less this Application			Balance	210.263	220.518	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: _____ <div style="text-align: center;"> RUTH O. ESCASINAS Department of Agronomy </div>	
	Vacation Leave	Sick Leave													
Total Earned	210.263	220.518													
Less this Application															
Balance	210.263	220.518													
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															



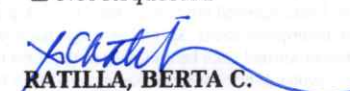

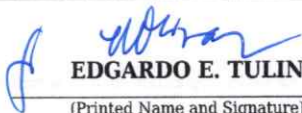
Republic of the Philippines

VISAYAS STATE UNIVERSITY

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