Civil Service Form 48

DAILY TIME RECORD MARAÑAN, CLEMENTE N. JR.

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

Day		AM				PM					Total
		IN OU		IT IN			OUT		T/U		
1-THU		6:3	35 12:0		12:37		5:	54		1	8hrs
2-FRI		6:3	38 12:	04	12:	52	5::	4			8hrs
3-SAT								1			Off
4-SUN	_										Off
5-MON	Ī	6:4		04	12:1	12	5:2	3			8hrs
		6:3	-	33	12:00		5:4	2			8hrs
7-WED		6:3	7 11:2	20	12:0	6	5:2	0			8hrs
8-THU								+			Holiday
9-FRI		6:32	2 12:0	1	12:1	1	5:13	3			8hrs
10-SAT						7					Off
11-SUN						7		+			Off
12-MON	Ī	6:10	12:5	0	12:51	I	5:30			1	8hrs
13-TUE	1	6:52	12:03	2	12:11		5:00			+	8hrs
14-WED	1	6:48	12:00)	1:00		5:00	+		+	8hrs
15-THU	1	5:41	12:06	6	12:20	1	5:19	+		+	8hrs
16-FRI	1									\rightarrow	SL
17-SAT						T		1		-	Off
18-SUN	1									-	Off
1 9- MON	1	6:26	12:03	1	2:25	5	:16			+	Bhrs
20-TUE	(5:55	12:09	1	2:28	5	:29		_	$\overline{}$	Bhrs
21-WED	L					T				-	/L
2-THU	6	:55	11:13	1	2:29	5	:05			-	hrs
3-FRI	6	:48	11:00	1	:00	5:	02			+-	hrs
4-SAT	L									-)ff
5-SUN										+	ff
6-MON										-	oliday
7-TUE	6:	53	11:36	12	2:02	5:	18			+-	nrs
3-WED										FI	
-THU	7:	15	11:46	12	:08	5:1	15	15m	ins		ars 45mins
-FRI											oliday
-SAT							\neg			Of	

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

Espara) CLEMENTE Ň. MARAÑAN JR.

VERIFIED as to prescribed office hours

Department Head Department of Agronomy

Date Generated: Jan/16/2023 10:45:33

hilippines

UNIVERSITY

Stamp of Date of Receipt

7, Leyte

(First)	(Middle)
Clemente	Nayre
	5. SALARY (Monthly)
: Aide I	(John Mary)
PLICATION	
5.b DETAILS OF L	.FAVF.
	re: . Specify) : . Specify) : <u>headache</u> eave Benefits for Women:
case of Study leaver BAR/Board Examed Completion of Modern Completion of Proceedings of the Process of the Proc	nination Review aster's Degree octorate Degree HD Degree
COMMUTATION	

MARAñAN, CLEMENTE N. JR.

(Signature of Applicant)

ON APPLICATION

- .b RECOMMENDATION:
- ☐ For Disapproval due to:

RUTH O. ESCASINAS

Department of Agronomy

d DISAPPROVED due to:

ULIN

gnature) dent



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	ON Name (Las	st)	(First)	(Middle)	
DA	Maraña	an	Nayre		
3. DATE OF FILING	4. POSITIO)N	Clemente		
12/20/2022		Administra	ative Aide I	5. SALARY (Monthly)	
The state of the s					
6.a TYPE OF LEAVE TO B	F AVAILED OF	o. DETAILS O	F APPLICATION		
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Tracegiver □Maternity - additiona □Monetization □Parental (Solo Parent □Paternity □Rehabilitation (Sec. 55, F) □Sabbatical □Sick □Special Emergency (C) □Special Leave Benefit □Special Leave Privileg □Study □VAWC (RA No. 9262 / CSC M) □Vacation Others:	ansferable to father 1 15 days for single 2) Rule XVI, Omnibus Rules Impl Calamity) s for women ie	mother	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): headache 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 PHD Degree Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave		
	G DAYS APPLIED FO 1 day clusive Dates 022 - 12/16/2022	OR .	6.d COMMUTATION Requested MARAÑAN, CLEMENTE N. JR. (Signature of Applicant)		
	7. DETA	ILS OF ACTIO	N ON APPLICATION		
CERTIFICATION OF LEA AS of: <u>December 2022</u>	AVE CREDITS		7.b RECOMMENDA	TION:	
Total Earned Less this Application Balance	Vacation Leave 26.987	Sick Leave 49.125	☑ For Approval☑ For Disapprova	ıl due to:	
	A C. BIBERA	48.125 Benefits	RUTH O. ESCASINAS Department of Agronomy		
APPROVED FOR:	day(s) without pay		7.d DISAPPROVED due to:		
		EDGARDO E (Printed Name and University Pr	Signature)		



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	Marañan	Marañan		Nayre				
3. DATE OF FILING 4. POSITION				5. SALARY (Monthly)				
12/20/2022	- Males and William	Administrati	ve Aide I	· · · · · · · · · · · · · · · · ·				
6. DETAILS OF APPLICATION								
6.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF	LEAVE:				
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transcaregiver □Maternity - additional 1 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule □Sabbatical □Sick □Special Emergency (Cal □Special Leave Benefits is □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC	5 days for single most supplemental to the supplement to the suppl	other	In case of vacation/Special Privilege leave: ⊠ Within the Philippines: baybay □ 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 PHD Degree					
⊠Vacation Others:		11	Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave					
6.c NUMBER OF WORKING	DAYS APPLIED FO	R	6.d COMMUTATION					
11	1 day usive Dates 022 - 12/21/2022		MARAÑAN, CLEMENTE N. JR. (Signature of Applicant)					
	7. DETA	ILS OF ACTIO	N ON APPLICAT	ION				
7.a CERTIFICATION OF LEA AS of: <u>December 2022</u>			7.b RECOMMENDATION:					
Total Earned Less this Application Balance	Vacation Leave 26.987 1 25.987	Sick Leave 48.125 48.125	⊠ For Approv □ For Disapp					
Office of the Head o	IA C. BIBERA f Payroll and Leave	Benefits	RUTH O. ESCASINAS Department of Agronomy 7.d DISAPPROVED due to:					
1 day(s) with pay Others (Specify):	day(s) without pay	EDGARDO	E. TULIN	у д 1				
		University I						



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)	Name (Last)		(Middle)	
DA	Marañan	Marañan		Nayre	
3. DATE OF FILING	4. POSITION	nin		5. SALARY (Monthly)	
12/27/2022		Administrativ	ve Aide I	1	
110	6.	PPLICATION			
6.a TYPE OF LEAVE TO BE A	AVE:				
□Adoption ⋈Mandatory/Force □Maternity □Maternity - 7 days Transcaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule □Sabbatical □Sick □Special Emergency (Cal □Special Leave Benefits f □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC N	5 days for single mo	ther	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: □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of PHD Degree Other purpose:		
Others:		E1	☐ Monetization of Leave Credits ☐ Terminal Leave		
	DAYS APPLIED FOI 1 day usive Dates 22 - 12/28/2022	R	6.d COMMUTATION Requested Not Requested MARAÑAN, CLEMENTE N. JR. (Signature of Applicant)		
	7. DETA	ILS OF ACTION	N ON APPLICATION	N	
7.a CERTIFICATION OF LEA AS of: December 2022	VE CREDITS		7.b RECOMMENDATION:		
m.15	Vacation Leave	Sick Leave	⊠ For Approval	1 2 2	
Total Earned Less this Application Balance	25.987 1 24.987	48.125 48.125	□ For Disapprov	al due to:	
	A C. BIBERA	er i		RUTH O. ESCASINAS epartment of Agronomy	
7.c APPROVED FOR: 1 day(s) with pay Others (Specify):	day(s) without pay		7.d DISAPPROVED	due to:	
		EDGARDO I	E. TULIN		
	-	(Printed Name at University F			