

Civil Service Form 48

# **DAILY TIME RECORD** **MARAÑAN, CLEMENTE N. JR.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	6:35	12:02	12:37	5:54		8hrs
2-FRI	6:38	12:04	12:52	5:14		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:45	12:04	12:12	5:23		8hrs
6-TUE	6:35	11:33	12:00	5:42		8hrs
7-WED	6:37	11:20	12:06	5:20		8hrs
8-THU						Holiday
9-FRI	6:32	12:01	12:11	5:13		8hrs
10-SAT						Off
11-SUN						Off
12-MON	6:10	12:50	12:51	5:30		8hrs
13-TUE	6:52	12:02	12:11	5:00		8hrs
14-WED	6:48	12:00	1:00	5:00		8hrs
15-THU	5:41	12:06	12:20	5:19		8hrs
16-FRI						SL
17-SAT						Off
18-SUN						Off
19-MON	6:26	12:03	12:25	5:16		8hrs
20-TUE	6:55	12:09	12:28	5:29		8hrs
21-WED						VL
22-THU	6:55	11:13	12:29	5:05		8hrs
23-FRI	6:48	11:00	1:00	5:02		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	6:53	11:36	12:02	5:18		8hrs
28-WED						FL
29-THU	7:15	11:46	12:08	5:15	15mins	7hrs 45mins
30-FRI						Holiday
31-SAT						Off

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.

  
**CLEMENTE N. MARAÑAN JR.**

VERIFIED as to prescribed office hours

  
**RUTH O. ESCASINAS**

Department Head  
Department of Agronomy

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

Philippines

UNIVERSITY  
, Leyte

Stamp of Date of Receipt

## **FOR LEAVE**

(First)	(Middle)
Clemente	Nayre
	5. SALARY (Monthly)
Aide I	

## **APPLICATION**

### 5.b DETAILS OF LEAVE:

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:

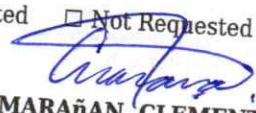
- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

### 6.d COMMUTATION


- ☒ Requested ☐ Not Requested

  
**MARAÑAN, CLEMENTE N. JR.**  
(Signature of Applicant)

## **ON APPLICATION**

### 7.b RECOMMENDATION:

- ☒ For Approval  
☐ For Disapproval due to:

  
**RUTH O. ESCASINAS**  
Department of Agronomy

8.d DISAPPROVED due to:

  
**TULIN**

(Signature)  
Ident



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)														
<b>DA</b>	<b>Marañan</b>	<b>Clemente</b>	<b>Nayre</b>												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
<b>12/20/2022</b>	<b>Administrative Aide I</b>														
<b>6. DETAILS OF APPLICATION</b>															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input 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 checked="" 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 checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>headache</u> 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;"> <u>1 day</u>            Inclusive Dates            12/16/2022 - 12/16/2022         </div>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;">   <b>MARAÑAN, CLEMENTE N. JR.</b>            (Signature of Applicant)         </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2022</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">26.987</td> <td style="text-align: center;">49.125</td> </tr> <tr> <td>Less this Application</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">26.987</td> <td style="text-align: center;">48.125</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <b>REGINA C. BIBERA</b>            Office of the Head of Payroll and Leave Benefits         </div>			Vacation Leave	Sick Leave	Total Earned	26.987	49.125	Less this Application		1	Balance	26.987	48.125	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center; margin-top: 20px;">   <b>RUTH O. ESCASINAS</b>            Department of Agronomy         </div>	
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Less this Application		1													
Balance	26.987	48.125													
7.c APPROVED FOR: <u>1</u> day(s) with pay    ___ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to: _____													
 <b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President															

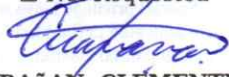





Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

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### APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
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3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>12/27/2022</b>	<b>Administrative Aide I</b>		

### 6. DETAILS OF APPLICATION

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☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

#### 6.b DETAILS OF LEAVE:

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 (Specify illness)

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Other purpose:

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☐ Terminal Leave

#### 6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day  
 Inclusive Dates  
 12/28/2022 - 12/28/2022

#### 6.d COMMUTATION

☒ Requested    ☐ Not Requested

**MARAÑAN, CLEMENTE N. JR.**

(Signature of Applicant)

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Less this Application	1	
Balance	24.987	48.125

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

#### 7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

**RUTH O. ESCASINAS**

Department of Agronomy

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1 day(s) with pay    \_\_\_ day(s) without pay  
 Others (Specify):

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**EDGARDO E. TULIN**

(Printed Name and Signature)  
 University President