

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

(NAME)

For the month of

**August 1 - 31, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:05	12:06	12:55	5:29		8hrs
2-TUE	8:11	12:21	12:50	5:23		8hrs
3-WED	7:57	12:37	1:00	5:36		8hrs
4-THU	8:08	12:14	12:39	5:11		8hrs
5-FRI	8:14	12:17	12:46	5:19		8hrs
6-SAT	Sat					Off
7-SUN	Sun					Off
8-MON	8:05	12:06	12:48	5:11		8hrs
9-TUE	8:10	12:29	12:43	5:37		8hrs
10-WED	8:11	12:12	12:47	5:22		8hrs
11-THU	8:07	12:08	12:45	7:14		8hrs
12-FRI	8:14	12:22	12:54	5:32		8hrs
13-SAT	Sat					Off
14-SUN	Sun					Off
15-MON	8:09	12:14	12:47	5:37		8hrs
16-TUE	8:10	12:15	12:49	5:17		8hrs
17-WED	8:06	12:07	12:17	5:02		8hrs
18-THU	8:03	12:05	12:13	5:18		8hrs
19-FRI	8:04	12:12	12:43	5:30		8hrs
20-SAT	Sat					Off
21-SUN	Sun					Off
22-MON	8:01	12:06	12:40	5:32		8hrs
23-TUE	8:07	12:10	12:51	5:34		8hrs
24-WED	7:27	12:15	12:40	5:11		8hrs
25-THU	8:07	12:32	12:54	5:24		8hrs
26-FRI	8:02	12:07	12:45	5:39		8hrs
27-SAT	Sat					Off
28-SUN	Sun					Off
29-MON	HOLIDAY					Holiday
30-TUE	8:07	12:00	12:04	5:27		8hrs
31-WED	7:59	12:10	12:52	5:06		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

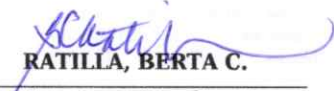


Department Head  
Department of Agronomy

Date Generated: Sep/05/2022 11:04:40

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>Ratilla</b>	<b>Berta</b>	<b>Catingan</b>												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
<b>09/05/2022</b>	<b>Associate Professor V</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 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>San Isidro, 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"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR  <u>1 day</u> Inclusive Dates  09/09/2022 - 09/09/2022		6.d COMMUTATION  <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested   <b>RATILLA, BERTA C.</b> (Signature of Applicant)													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>September 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>212.42</td><td>212.059</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>212.420</td><td>212.059</td></tr></tbody></table> <b>REGINA C. BIBERA</b> Office of the Head of Payroll and Leave Benefits			Vacation Leave	Sick Leave	Total Earned	212.42	212.059	Less this Application			Balance	212.420	212.059	7.b RECOMMENDATION:  <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:   <b>RUTH O. ESCASINAS</b> Department of Agronomy	
	Vacation Leave	Sick Leave													
Total Earned	212.42	212.059													
Less this Application															
Balance	212.420	212.059													
7.c APPROVED FOR: ____ 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															