## DAILY TIME RECORD

# ESCASINAS, RUTH O.

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

Day	AM		PM		ти	Total
	IN	OUT	IN	OUT	T/U	Total
1-MON	8:04	12:02	12:57	5:41		8hrs
2-TUE	8:02	12:13	12:49	5:21		8hrs
3-WED	7:59	12:03	12:51	5:22		8hrs
<b>4-</b> THU	8:02	12:06	12:30	5:18		8hrs
5-FRI	8:00	12:01	12:37	5:11		8hrs
6-SAT	1					Off
7-sun	3					Off
8-MON	8:01	12:06	12:57	5:09		8hrs
9-TUE		Force	Cerve			FL
10-WED	8:04	12:04	1:00	5:18		8hrs
<b>11-</b> THU	8:06	12:02	12:55	6:59		8hrs
12-FRI	12:41	12:04	12:41	5:40		8hrs
13-SAT	)					Off
14-SUN	3					Off
15-MON	7:57	12:04	12:54	5:49		8hrs
<b>16-</b> TUE	8:05	12:20	1:02	5:31		8hrs
17-WED	7:55	12:01	12:33	5:00		8hrs
<b>18-</b> THU	8:01	12:00	12:17	5:05		8hrs
19-FRI	8:00	12:06	12:40	5:14		8hrs
20-SAT	1					Off
21-SUN	5					Off
22-MON	7:49	12:20	12:41	5:16		8hrs
23-TUE	7:50	12:06	12:10	5:08		8hrs
24-WED	Force leave					FL
25-тни	7:47	12:33	12:46	5:15		8hrs
26-FRI	7:57	12:02	1:06	5:02		8hrs
27-SAT						Off
28-SUN	(					Off
29-MON		Hol	day			Holiday
30-TUE	12:20	12:00	12:20	5:20		8hrs
31-WED	7:55	12:20	12:59	5:10		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.

**RUTH O. ESCASINAS** 

VERIFIED as to prescribed office hours

**VICTOR B. ASIO** 

College Dean College of Agricultural & Food Science

ate Generated: Sep/02/2022 12:23:16



#### Republic of the Philippines

# VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

#### APPLICATION FOR LEAVE

DA  3. DATE OF FILING	in the second second second second	Ruth Otaza		
3. DATE OF FILING	Escasinas			
	4. POSITION	5. SALARY (Monthly)		
08/23/2022	Profes	or III		
et log will med the challeng and but	6. DETAILS	APPLICATION		
6.a TYPE OF LEAVE TO BE AV	AILED OF:	6.b DETAILS OF LEAVE:		
□Adoption  Mandatory/Force □Maternity □Maternity - 7 days Transficategiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X) □Sabbatical □Sick □Special Emergency (Calar □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA NO. 9262 / CSC MC NO.	days for single mother  71, Omnibus Rules Implementing E.O. No. 25  nity)  women	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: □ Completion of Master's Degree □ BAR/Board Examination Review  Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
□Vacation Others:	The state of the s	☐ Monetization of Leave Credits		
Others:	YS APPLIED FOR	☐ Monetization of Leave Credits ☐ Terminal Leave		
Others:  .c NUMBER OF WORKING DA  1 Inclusi	AYS APPLIED FOR  day ve Dates - 08/24/2022	☐ Monetization of Leave Credits		
Others:  .c NUMBER OF WORKING DA  1 Inclusi	day ve Dates - 08/24/2022	☐ Monetization of Leave Credits ☐ Terminal Leave  6.d COMMUTATION ☐ Requested ☐ Not Requested ☐ Leave ☐ Leave ☐ Leave Credits ☐ Terminal Leave		
Others:  .c NUMBER OF WORKING DA  Inclusi  08/24/2022	day ve Dates - 08/24/2022 7. <b>DETAILS OF ACT</b>	☐ Monetization of Leave Credits ☐ Terminal Leave  6.d COMMUTATION ☐ Requested ☐ Not Requested ☐ ESCASINAS, RUTH O. ☐ (Signature of Applicant)		
Others:  .c NUMBER OF WORKING DA  1 Inclusi	day ve Dates - 08/24/2022 7. <b>DETAILS OF ACT</b>	☐ Monetization of Leave Credits ☐ Terminal Leave  6.d COMMUTATION ☐ Requested ☐ Not Requested ☐ Leave ☐ Leave ☐ Leave Credits ☐ Terminal Leave		
Others:  .c NUMBER OF WORKING DA  1 Inclusi 08/24/2022	day ve Dates - 08/24/2022 7. <b>DETAILS OF ACT</b>	Monetization of Leave Credits   Terminal Leave		
Others:  .c NUMBER OF WORKING DA  Inclusi  08/24/2022  a CERTIFICATION OF LEAVE AS of: August 2022  Total Earned Less this Application  Balance  REGINA	day ve Dates - 08/24/2022  7. DETAILS OF ACT CREDITS	□ Monetization of Leave Credits □ Terminal Leave  6.d COMMUTATION ■ Requested □ Not Requested ■ Laborara ■ ESCASINAS, RUTH 0.  (Signature of Applicant)  7.b RECOMMENDATION: □ For Approval		



### 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 DA DE LE LA	Escasinas	icalitem ivragos	Ruth	Otaza ili siti si listanden ed lieta baseida
DATE OF FILING 4. POSITION				5. SALARY (Monthly)
08/08/2022	eja eli ilinda nativolide h n de donore doshi va	Professor	· III	
of agreement reports such as the police	6.	DETAILS OF A	APPLICATION	your, in trace the scheduled bases but bloom our
6.a TYPE OF LEAVE TO BE AV  □Adoption  ⊠Mandatory/Force □Maternity - 7 days Transfecaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Calar □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. □Vacation  Others:	erable to father/alt days for single mo VI, Omnibus Rules Impleme mity)	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: Completion of Master's Degree BAR/Board Examination Review  Other purpose: Monetization of Leave Credits Terminal Leave		
Inclus	day ive Dates 2 - 08/09/2022	6.d COMMUTATION  ☑ Requested ☐ Not Requested  ESCASINAS, RUTH 0.  (Signature of Applicant)		
Movel of his year Spread out	7. DETAI	LS OF ACTION	N ON APPLICATION	Listera Luige horselou com com deste as point
7.a CERTIFICATION OF LEAV AS of: <u>August 2022</u>	E CREDITS	13. Mai	7.b RECOMMENDAT	TION:
Total Earned Less this Application Balance  REGINA Office of the Head of P	C. BIBERA			VICTOR B. ASIO
7.c APPROVED FOR:	v(s) without pay	7.d DISAPPROVED due to:		
enters (opecity):	nerezh a et hattananez	EDGARDO I (Printed Name an	nd Signature)	obtained from the courts