

# **DAILY TIME RECORD** **ESCASINAS, RUTH O.** (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	8:04	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
4-THU	8:02	12:06	12:30	5:18		8hrs
5-FRI	8:00	12:01	12:37	5:11		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:01	12:06	12:57	5:09		8hrs
9-TUE		Force leave				FL
10-WED	8:04	12:04	1:00	5:18		8hrs
11-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						Off
15-MON	7:57	12:04	12:54	5:49		8hrs
16-TUE	8:05	12:20	1:02	5:31		8hrs
17-WED	7:55	12:01	12:33	5:00		8hrs
18-THU	8:01	12:00	12:17	5:05		8hrs
19-FRI	8:00	12:06	12:40	5:14		8hrs
20-SAT						Off
21-SUN						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-THU	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		Holiday				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



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>Escasinas</b>	<b>Ruth</b>	<b>Otaza</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>08/23/2022</b>	<b>Professor III</b>		

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☒ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☐ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

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

**6.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) :

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

**6.c NUMBER OF WORKING DAYS APPLIED FOR**1 day

Inclusive Dates

08/24/2022 - 08/24/2022

**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

**ESCASINAS, RUTH O.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: August 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

**VICTOR B. ASIO**

College of Agricultural &amp; Food Science

**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

Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DA	Escasinas	Ruth	Otaza
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
08/08/2022	Professor III		

  

**6. DETAILS OF APPLICATION**

**6.a TYPE OF LEAVE TO BE AVAILED OF:**

☐ Adoption  
☒ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☐ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation  
  
Others: \_\_\_\_\_

**6.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) :

**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

  

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

1 day

Inclusive Dates

08/09/2022 - 08/09/2022

**6.d COMMUTATION**

☒ Requested    ☐ Not Requested

**ESCASINAS, RUTH O.**  
(Signature of Applicant)

  

**7. DETAILS OF ACTION ON APPLICATION**

**7.a CERTIFICATION OF LEAVE CREDITS**

AS of: August 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

**REGINA C. BIBERA**  
Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

☐ For Approval  
☐ For Disapproval due to:

**VICTOR B. ASIO**  
College of Agricultural & Food Science

  

**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