

# **DAILY TIME RECORD** **JANSALIN, JACOB GLENN F.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:25	11:56	12:16	5:31		8hrs
3-TUE						Holiday
4-WED	1:12	12:00	1:12	5:35		8hrs
5-THU	7:24	12:00	1:00	5:32		8hrs
6-FRI	7:06	12:05	12:25	5:28		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED						Absent
12-THU						Absent
13-FRI						Absent
14-SAT						Off
15-SUN						Off
16-MON	7:00	12:00	12:26	5:35		8hrs
17-TUE	7:59	12:00	12:26	5:31		8hrs
18-WED	7:24	12:02	1:00	5:32		8hrs
19-THU	6:46	12:21	12:32	5:37		8hrs
20-FRI	7:10	12:06	12:39	5:36		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:28	12:07	12:28	5:33		8hrs
24-TUE	7:40	12:09	12:40	5:33		8hrs
25-WED	7:29	12:07	12:24	5:33		8hrs
26-THU	7:18	12:09	12:42	5:33		8hrs
27-FRI	7:32	12:05	12:29	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:39	12:06	12:30	5:33		8hrs
31-TUE	7:28	12:04	12:41	5:33		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.

  
**JACOB GLENN F. JANSALIN**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
Department of Pure and Applied Chemistry

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**JACOB GLENN F. JANSALIN**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
Department of Pure and Applied Chemistry





## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
DoPAC	JANSALIN	JACOB GLENN	F.
3. DATE OF FILING	4. POSITION		
May 16, 2022	Assoc. Prof. V		

### 6. DETAILS OF APPLICATION

#### 6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

#### 6.B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

Within the Philippines \_\_\_\_\_

Abroad (Specify) \_\_\_\_\_

*In case of Sick Leave:*

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

*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

4 days

INCLUSIVE DATES

May 10,11,12 & 13, 2022

#### 6.D COMMUTATION

Not Requested

Requested

JACOB GLENN F. JANSALIN

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of \_\_\_\_\_

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA BIBERA, Adm. Officer II

(Authorized Officer)

#### 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

ELIZABETH S. QUEVEDO

Office/Dept./Unit

(Authorized Officer)

#### 7.C APPROVED FOR:

\_\_\_\_\_ days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (Specify)

#### 7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN

President

(Authorized Official)