## DAILY TIME RECORD ALCOBER, ED ALLAN L.

For the month of May 1 - 31, 2023
Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		mar.	Total
	IN	OUT	IN	OUT	T/U	Total
1-MON						Holiday
2-TUE	8:00	12:07	12:42	5:05		8hrs
3-WED						OB
<b>4-</b> THU						OB
5-FRI	7:30	12:08	12:40	5:00		8hrs
6-SAT				-		Off
7-sun						Off
8-MON	7:27	12:02	12:55	5:00		8hrs
9-TUE	7:46	12:02	12:49	5:44		8hrs
10-WED	7:47	12:15	12:45	5:03		8hrs
<b>11-</b> THU						ОВ
12-FRI						OB
13-SAT						Off
14-sun						Off
15-MON						SPL
16-TUE	7:44	12:30	12:32	5:09		8hrs
17-WED						OB
<b>18-</b> THU						ОВ
19-FRI	7:35	12:01	12:49	4:14	46mins	7hrs 14mins
20-SAT						Off
21-SUN						Off
22-MON						SPL
23-TUE	7:36	12:00	12:53	6:15		8hrs
24-WED	7:47	12:03	12:37	5:05		8hrs
<b>25-</b> THU	7:52	12:01	12:51	5:08		8hrs
26-FRI	8:03	12:04	12:33	5:00	3mins	7hrs 57mins
27-SAT						Off
28-SUN						Off
29-MON	7:27	12:00	12:47	5:00		8hrs
30-TUE	7:49	12:11	12:52	5:06		8hrs
31-WED	7:36	12:05	12:49	5:00		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.

ED ALLAN L ALCOBER

VERIFIED as to prescribed office hours

Department Head Department of Agronomy



#### 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	Alcober	in the second se	Ed Allan	Llano	
B. DATE OF FILING 4. POSITION				5. SALARY (Monthly)	
05/12/2023	vi-m et liwit, mon-biles	Associate Pro	ofessor IV	After Section of the large	
emingration in the control of the co	6.	DETAILS OF A	APPLICATION		
6.a TYPE OF LEAVE TO BE A	VAILED OF:	11 4	6.b DETAILS OF	LEAVE:	
□Adoption □Mandatory/Force □Maternity - 7 days Trans caregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent)			In case of vacation/Special Privilege leave:  ☑ Within the Philippines: Baybay City ☐ Abroad (Pls. Specify):  In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify):		
□ Paternity □ Rehabilitation (Sec. 55, Rule □ Sabbatical	XVI, Omnibus Rules Implem	enting E.O. No. 292)	In case of Special Leave Benefits for Women: (Specify Illness)		
□Sick □Special Emergency (Cala □Special Leave Benefits for Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC N	or women		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		
5.c NUMBER OF WORKING	DAYS APPLIED FO	R	6.d COMMUTAT	TION	
	1 day usive Dates 23 - 05/15/2023		■ Requested □ Nøt Requested  ALCOBER, ED ALLAN L.  (Signature of Applicant)		
	7. DETA	ILS OF ACTIO	N ON APPLICATI	ON	
7.a CERTIFICATION OF LEA AS of: <u>May 2023</u>	VE CREDITS		7.b RECOMMEN	NDATION:	
	Vacation Leave	Sick Leave	☐ For Approv	al	
Total Earned	105.941	177.076	U.S. S. A.		
Less this Application		7 MINIT	☐ For Disapp	roval due to:	
Balance HONEY S	105.941 SOFIA V. COLIS	177.076	RUTH O. ESCASINAS  Department of Agronomy		
Human Resour	ce Management Of	fice			
7.c APPROVED FOR:	ay(s) without pay	£	7.d DISAPPROVED due to:		
		EDGARDO (Printed Name at University I	E. TULIN nd Signature)		



#### Republic of the Philippines

#### VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

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### APPLICATION FOR LEAVE

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	6.	DETAILS OF A	APPLICATION	English to be be a benefit of the first of t	
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□ Adoption □ Mandatory/Force □ Maternity - 7 days Trans caregiver □ Maternity - additional 15 □ Monetization □ Parental (Solo Parent) □ Paternity □ Rehabilitation (Sec. 55, Rule) □ Sabbatical □ Sick □ Special Emergency (Calc) □ Special Leave Benefits for Special Leave Privilege □ Study □ VAWC (RA No. 9262 / CSC MC N	ferable to father/al days for single mo XVI, Omnibus Rules Implem amity) or women	In case of vacation/Special Privilege leave:  ☑ Within the Philippines: Baybay City ☐ 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: ☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of PHD Degree  Other purpose:			
Others:			☐ Monetization of Leave Credits ☐ Terminal Leave  6.d COMMUTATION		
5.c NUMBER OF WORKING I	1 day asive Dates		⊠ Requested □ Not Requested		
05/22/20	23 - 05/22/2023			COBER, ED ALLAN L. Signature of Applicant)	
	7. DETA	ILS OF ACTIO	N ON APPLICATION	V	
7.a CERTIFICATION OF LEAV AS of: <u>May 2023</u>	VE CREDITS		7.b RECOMMEND	ATION:	
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Balance	105.941	177.076		JA.	
	ce Management Of	fice		RUTH O. ESCASINAS epartment of Agronomy	
7.c APPROVED FOR:		7.d DISAPPROVED	) due to:		
to the part of the control of the co	ay(s) without pay		TO DO TO THE SHEW WHITE THE STREET		
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