

**VISAYAS STATE UNIVERSITY**
Baybay City, Leyte**DAILY TIME RECORD****Mabuan, Jovelyn H.**

(Name)

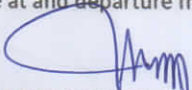
For the month **November 1-30, 2021**

Official hours for arrival (Regular days _____)

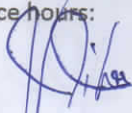
And departure (Saturdays _____)

Date	A.M.	P.M.	UNDERTIME		Hours	Minutes
	Arrival	Departure	Arrival	Departure		
1	HOLIDAY					
2	Leave					
3	7:05	12:00	1:00	6:00		
4	6:56	12:00	12:50	6:00		
5	OFF					
6	SAT					
7	SUN					
8	HOLIDAY					
9	Leave		12:00	6:00		
10	6:50	12:00	1:00	6:00		
11	7:00	12:00	12:50	6:00		
12	OFF					
13	SAT					
14	SUN					
15	5:57	12:00	12:40	6:15		
16	6:58	12:00	1:00	6:00		
17	5:50	12:00	1:00	6:05		
18	6:57	12:00	1:00	6:00		
19	OFF					
20	SAT					
21	SUN					
22	7:00	12:10	12:55	6:05		
23	7:05	12:00	12:40	6:00		
24	7:00	12:00	12:45	6:05		
25	6:45	12:00	12:50	6:00		
26	OFF					
27	SAT					
28	SUN					
29	7:05	12:00	12:55	6:00		
30	HOLIDAY					

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure at and departure from the Office.


JOVELYN H. MABUAN

VERIFIED as the prescribe office hours:


VICENTE A. GILOS
In-Charge



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT LIBRARY	2. NAME : (Last) MABUAN	(First) JOVELYN	(Middle) M.												
3. DATE OF FILING December 6, 2021	4. POSITION College Librarian II	P 0.00													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input checked="" type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9282 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Residence</u> Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review <i>Other purpose:</i> Monetization of Leave Credits Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> INCLUSIVE DATES <u>November 2, 2021</u>		6.D COMMUTATION Not Requested _____ Requested <u> </u> <div style="text-align: right;"> JOVELYN M. MABUAN (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Vacation Leave</th> <th style="width: 30%;">Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> REGINA BIBERA, Adm. Officer II (Authorized Officer) </div>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval _____ For disapproval due to _____ <div style="text-align: right; margin-top: 10px;"> VICENTE A. GILOS Office of the Chief Librarian (Authorized Officer) </div>	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____													
 EDGARDO E. TULIN President (Authorized Official)															