

## VISAYAS STATE UNIVERSITY

Baybay City, Leyte

## DAILY TIME RECORD

MERCEDES V. FORNES

(Name)

For the month of November 1-30, 2021

Official hours for arrival  
and departure

Regular days

Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
①		HOLIDAY				
2	7:51	12:00	1:00	5:00		
3	7:51	12:00	1:00	5:00		
4	7:51	12:00	1:00	5:00		
5	7:47	12:00	1:00	5:00		
⑥		CAT				
⑦		SUN				
⑧		HOLIDAY				
9	7:51	12:00	1:00	5:00		
⑩		ABSENT				
11	7:51	12:00	1:00	5:00		
12	7:55	12:00	1:00	5:00		
⑬		CAT				
⑭		SUN				
15	8:00	12:00	1:00	5:00		
16	7:55	12:00	1:00	5:00		
17	8:01	12:00	1:00	5:00		
18	7:58	12:00	1:00	5:00		
19	7:51	12:00	1:00	5:00		
⑳		CAT				
㉑		SUN				
22	7:51	12:00	1:00	5:00		
23	7:58	12:00	1:00	5:00		
24	7:47	12:00	1:00	5:00		
25	7:51	12:00	1:00	5:00		
26	7:51	12:00	1:00	5:00		
⑳		CAT				
㉑		SUN				
29	7:51	12:00	1:00	5:00		
③①		HOLIDAY				
31						

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 from office.

MERCEDES V. FORNES

VERIFIED as to the prescribed 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 <b>LIBRARY</b>	2. NAME : (Last) (First) (Middle) <b>FORNES MERCEDES V.</b>													
3. DATE OF FILING <b>November 11, 2021</b>														
4. POSITION <b>ADMINISTRATIVE AIDE III</b>														
5. SALARY <b>₱ 0.00</b>														
<b>6. DETAILS OF APPLICATION</b>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <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 checked="" 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 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. 9262 / 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)  <i>Others:</i> _____</div><div style="width: 48%;"><b>6.B DETAILS OF LEAVE</b> <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ 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 _____</div></div>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <u>1 day only</u> <b>INCLUSIVE DATES</b> <u>November 10, 2021</u></div><div style="width: 48%;"><b>6.D COMMUTATION</b> Not Requested _____ Requested  <b>MERCEDES V. FORNES</b> (Signature of Applicant)</div></div>														
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;">Vacation Leave</td><td style="width: 33%;">Sick Leave</td></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> <b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)</div><div style="width: 48%;"><b>7.B RECOMMENDATION</b> For approval _____ For disapproval due to _____  <b>VICENTE A. GILOS</b> Office of the Chief Librarian (Authorized Officer)</div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify) _____   <b>EDGARDO E. TULIN</b> President (Authorized Official)</div><div style="width: 48%;"><b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____</div></div>														