

## VISAYAS STATE UNIVERSITY

Baybay City, Leyte

## DAILY TIME RECORD

GERALDINE T. BARO

(Name)

For the month of November 1-30, 2021

Official hours for arrival (Regular days \_\_\_\_\_)

and departure (Saturdays \_\_\_\_\_)

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	Leave		1:00	5:00		
3	8:23	12:00	1:00	5:00		
4	8:22	12:00	1:00	5:00		
5	8:10	12:00	1:00	5:00		
6	SAT					
7	SUN					
8	HOLIDAY					
9	8:21	12:00	1:00	5:00		
10	8:17	12:00	1:00	5:52		
11	7:55	12:00	1:00	5:00		
12	8:19	12:00	1:00	5:00		
13	SAT					
14	SUN					
15	8:12	12:00	1:00	5:00		
16	8:27	12:00	1:00	5:00		
17	8:29	12:00	1:00	5:00		
18	8:17	12:00	1:00	5:00		
19	8:15	12:00	1:00	5:00		
20	SAT					
21	SUN					
22	8:11	12:00	1:00	5:00		
23	8:20	12:00	1:00	5:00		
24	Leave					
25	8:22	12:00	1:00	5:00		
26	8:15	12:00	1:00	5:00		
27	SAT					
28	SUN					
29	8:18	12:00	1:00	5:00		
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 at and departure from Office.

GERALDINE T. BARO

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 <b>LIBRARY</b>	2. NAME :	(Last) <b>BARO</b>	(First) <b>GERALDINE</b>	(Middle) <b>T.</b>
3. DATE OF FILING <b>December 2, 2021</b>	4. POSITION <b>College Librarian II</b>	5. SALARY _____		

### 6. DETAILS OF APPLICATION

<p><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b></p> <p>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p><b>6.B DETAILS OF LEAVE</b></p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p>Within the Philippines _____</p> <p>Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p>In Hospital (Specify Illness) _____</p> <p>Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p>Completion of Master's Degree</p> <p>BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p>Monetization of Leave Credits</p> <p>Terminal Leave</p>
<p><b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p><b>1 day</b></p> <p>INCLUSIVE DATES</p> <p><b>November 24, 2021</b></p>	<p><b>6.D COMMUTATION</b></p> <p>Not Requested</p> <p>Requested </p> <p><b>GERALDINE T. BARO</b></p> <p>(Signature of Applicant)</p>

### 7. DETAILS OF ACTION ON APPLICATION

<p><b>7.A CERTIFICATION OF LEAVE CREDITS</b></p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th>Vacation Leave</th> <th>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> <p><b>REGINA BIBERA, Adm. Officer II</b></p> <p>(Authorized Officer)</p>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<p><b>7.B RECOMMENDATION</b></p> <p>For approval</p> <p>For disapproval due to _____</p> <p>_____</p> <p><b>VICENTE A. GILOS</b></p> <p>Office of the Chief Librarian</p> <p>(Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

<p><b>7.C APPROVED FOR:</b></p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p><b>7.D DISAPPROVED DUE TO:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>EDGARDO E. TULIN</b></p> <p>President</p> <p>(Authorized Official)</p>	