

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of

September 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:07	12:14	12:15	5:06	7mins	7hrs 53mins
2-FRI	8:07	12:13	12:14	5:30	7mins	7hrs 53mins
3-SAT						Off
4-SUN						Off
5-MON	8:08	12:50	12:52	5:17	8mins	7hrs 52mins
6-TUE	8:24	12:02	12:27	5:10	24mins	7hrs 36mins
7-WED	8:20	12:10	12:11	5:07	20mins	7hrs 40mins
8-THU	8:23	12:01	12:26	5:12	23mins	7hrs 37mins
9-FRI						VL
10-SAT						Off
11-SUN						Off
12-MON	8:22	12:17	12:19	5:04	22mins	7hrs 38mins
13-TUE	8:07	12:10	12:14	5:02	7mins	7hrs 53mins
14-WED	8:08	12:03	12:23	5:00	8mins	7hrs 52mins
15-THU	7:58	12:02	12:26	5:00		8hrs
16-FRI	8:00	12:11	12:14	5:07		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:41	12:11	12:27	5:11		8hrs
20-TUE	8:15	12:05	12:49	5:16	15mins	7hrs 45mins
21-WED	8:03	12:21	12:45	5:40	3mins	7hrs 57mins
22-THU	7:42	12:18	12:19	5:11		8hrs
23-FRI	8:20	12:20	12:21	5:40	20mins	7hrs 40mins
24-SAT						Off
25-SUN						Off
26-MON	8:26	12:07	12:28	5:09	26mins	7hrs 34mins
27-TUE	8:32	12:07	12:39	5:09	32mins	7hrs 28mins
28-WED	8:32	12:20	12:22	5:17	32mins	7hrs 28mins
29-THU	8:18	12:04	12:30	5:07	18mins	7hrs 42mins
30-FRI	8:24	12:03	12:05	5:03	24mins	7hrs 36mins

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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head

Institute for Strategic Research & Development Studies

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MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head

Institute for Strategic Research & Development Studies



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)												
ISRDS	Cerna	Mizael	Bedayo												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
09/08/2022	Administrative Aide III														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009) <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input checked="" type="checkbox"/> Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Leyte</u> <input type="checkbox"/> Abroad (Pls. Specify) : _____ In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : _____ <input type="checkbox"/> Out Patient (Pls. Specify) : _____ In case of Special Leave Benefits for Women: (Specify Illness) _____ In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR 1 day Inclusive Dates 09/09/2022 - 09/09/2022		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <u>CERNA, MIZAE B.</u> (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>September 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>39.284</td><td>53.375</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>38.284</td><td>53.375</td></tr></tbody></table> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			Vacation Leave	Sick Leave	Total Earned	39.284	53.375	Less this Application			Balance	38.284	53.375	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <u>LILIAN B. NUÑEZ</u> Institute for Strategic Research & Development Studies	
	Vacation Leave	Sick Leave													
Total Earned	39.284	53.375													
Less this Application															
Balance	38.284	53.375													
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to:													
 <u>EDGARDO E. TULIN</u> (Printed Name and Signature) University President															