Civil Service Form 48

DAILY TIME RECORD ASIO, LUZ G. (NAME)

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

31-MON	30-sun	29-SAT	28-FRI	27-тни	26-WED	25-TUE	24-mon	23-SUN	22-SAT	21-FRI	20-тни	19-WED	18-TUE	17-MON	16-SUN	15-SAT	14-FRI	13-тни	12-WED	11-TUE	10-MON	9-sun	8-SAT	7-FRI	6-THU	5-WED	4-TUE	3-MON	2-sun	1-SAT	Day	Dav
						7:58	7:54			7:51	7:52							7:55	7:57		7:52			7:51	7:46	7:41	7:51	7:46			N	
						12:05	12:15			12:12	12:10							12:21	12:00		12:04			12:09	12:10	12:01	12:08	12:07			OUT	AM
						12:06	12:16			12:15	12:12							12:22	12:04		12:07			12:10	12:11	12:06	12:09	12:17			IN	P
						5:35	5:57			5:22	5:58							5:00	5:12		5:55			5:15	5:02	5:09	5:32	5:17			OUT	PM
																								4							1/0	TAT
OB	OB	OB	OB	OB	ОВ	8hrs	8hrs	Off	Off	8hrs	8hrs	FL	FL	FL	Off	Off	SL	8hrs	8hrs	AL	8hrs	Off	Off	8hrs	8hrs	8hrs	8hrs	8hrs	Off	Off	10141	Total

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.



VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC Department Head Department of Agronomy

	*	
Phil	Philippines	
ity, I	UNIVERSITY by, Leyte	Stamp of Date of Receipt
FO	FOR LEAVE	
	(First) (1	(Middle)
	Luz	Geneston
	5.	. SALARY (Monthly)
rofe	rofessor II	sand beam dispolation
PP	APPLICATION	
	6.b DETAILS OF LEAVE	E:
er	In case of vacation/Special ☐ Within the Philippines ☐ Abroad (Pls. Specify):	ecial Privilege leave: nes : fy) :
	In case of Sick leave: ☐ In Hospital (Pls. Specify): ☒ Out Patient (Pls. Specify):	oecify) : pecify) : <u>Tacloban</u>
	In case of Special Leave (Specify Illness)	re Benefits for Women:
	In case of Study leave: BAR/Board Examination Review Completion of Master's Degree Completion of Doctorate Degree Completion of PHD Degree	iation Review ter's Degree torate Degree) Degree
	Other purpose: Monetization of Leave Terminal Leave	ave Credits
	6.d COMMUTATION ■ Requested □ N	N □ Not Requested
4	ASIO (Signature	ASIO LUZ G. nature of Applicant)
N ON	N APPLICATION 7.b RECOMMENDATION:	ON:
	⊠ For Approval	principal particular formation of the control particular formation
	☐ For Disapproval due	lue to:
	Department	ESIO M. BAÑOC ment of Agronomy
2425 14045 21346 11 32	7.d DISAPPROVED due	e to:
		r r
E. T	d Signature) resident	The state of the s
The state of the s		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

ayah ustumba (NO) 20 tu sa sa pa pa ayah sa	(TULIN (gnature) ident	EDGARDO E. TULIN (Printed Name and Signature) University President	A	AND SERVICE AND SE
A CASA CAN CALCAGA				
due to:	7.d DISAPPROVED due to:		day(s) without pay	7.c APPROVED FOR: 1 day(s) with pay day(Others (Specify):
Department of Agronomy	2 Dep		Payroll and Leave Benefits Office	Payroll and Leav
DIONESIO M. BAÑOC	Dia		FLORANTE G. DIDAL	FLORANT
		47.75	53.897	Balance
and the ro:	☐ For Disapproval due to:	1	Page 19 April 19 Apri	Less this Application
	M For Approval	48.75	53.897	Total Earned
	1	Sight Logic	7	AS of: July 2023
ATION:	DETAILS OF ACTION ON APPLICATION 7.b RECOMMENDATION:	S OF ACTION O	7. DETAIL CREDITS	7.a CERTIFICATION OF LEAVE (
(Signature of Applicant)	(Sig			
ASIO LUZ G.			07/11/2023 - 07/11/2023	07/11/2023
			Inclusive Dates	Inclusiv
□ Not Requested	⊠ Requested □		1 day	1
Z	6.d COMMUTATION	1	S APPLIED FOR	6.c NUMBER OF WORKING DAYS APPLIED FOR
Leave Credits	Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave			Others:
mination Review viaster's Degree Joctorate Degree HD Degree	☐ BAR/Board Examination Review☐ Completion of Master's Degree☐ Completion of Doctorate Degree☐ Completion of PHD Degree☐		omen s. 2005)	□Special Leave Benefits for women □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation
eave penemis tot momen:	(Specify Illness)		v)	□Sabbatical ⊠Sick □Snecial Emergency (Calamity)
s. Specify): <u>lacioban</u>	☑ Out Patient (Pls. Specify):	ng E.O. No. 292)	mnibus Rules Implementi	☐Paternity ☐Rehabilitation (Sec. 55. Rule XVI. Omnibus Rules Implementing E.O. No. 292)
specify):	In case of Sick leave:	er	s for single moth	□Maternity - additional 15 days for single mother □Monetization □Parental (Solo Parent)
In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :	In case of vacation/Specia. ☐ Within the Philippines. ☐ Abroad (Pls. Specify):	nate caregiver	bie to father/alter	□Adoption □Mandatory/Force □Maternity - 7 days Transferable to father/alternate caregiver
?AVE:	6.b DETAILS OF LEAVE:		ED OF:	6.a TYPE OF LEAVE TO BE AVAILED OF:
ा ्राज्यात्र श्रुपेत क्षणस्य क्षणे प्रतिकतिक क्षत्री के त्राच्याति केवल् ।	OF APPLICATION	DETAILS OF APP	6. DI	Maria
stild be indigrational.	essor II	Assistant Professor II		07/12/2023
5. SALARY (Monthly)		E . III	4. POSITION	3. DATE OF FILING
Geneston	Luz	No.	Asio	DA
(Middle)	(First)		Name (Last)	1. OFFICE/DEPT./DIVISION