

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

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

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.


LUZ G. ASIO

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC
Department Head
Department of Agronomy

Philippines
UNIVERSITY
ity, Leyte
Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)

Luz G. Asio G. Asio

5. SALARY (Monthly)

Professor II

APPLICATION

6. b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : Tacloban

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:


- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6. d COMMUTATION

- ☒ Requested ☐ Not Requested



ASIO, LUZ G.
(Signature of Applicant)

NON APPLICATION

7. b RECOMMENDATION:

- ☒ For Approval

☐ For Disapproval due to:


DIONESIO M. BAÑOC
Department of Agronomy

7. d DISAPPROVED due to:

E. TULIN

(Signature)
resident



APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION		Name (Last)		(First)	(Middle)												
DA		Asio		Luz	Geneston												
3. DATE OF FILING		4. POSITION		5. SALARY (Monthly)													
07/12/2023		Assistant Professor II															
6. DETAILS OF APPLICATION																	
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:														
<input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <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 checked="" 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 type="checkbox"/> Vacation Others: _____			<input type="checkbox"/> In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines: <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : Tacloban In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave														
6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION														
1 day Inclusive Dates 07/11/2023 - 07/11/2023			<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested ASIO LUZ G. (Signature of Applicant)														
7. DETAILS OF ACTION ON APPLICATION																	
7.a CERTIFICATION OF LEAVE CREDITS AS of: July 2023			7.b RECOMMENDATION:														
<table border="1"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>53.897</td><td>48.75</td></tr><tr><td>Less this Application</td><td></td><td>1</td></tr><tr><td>Balance</td><td>53.897</td><td>47.75</td></tr></table>				Vacation Leave	Sick Leave	Total Earned	53.897	48.75	Less this Application		1	Balance	53.897	47.75	<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: PIONESIO M. BAÑOC Department of Agronomy		
	Vacation Leave	Sick Leave															
Total Earned	53.897	48.75															
Less this Application		1															
Balance	53.897	47.75															
7.c APPROVED FOR: 1 _____ day(s) with pay _____ day(s) without pay Others (Specify):			7.d DISAPPROVED due to:														
 FLORENTE G. DIDA Payroll and Leave Benefits Office			 EDGARDO E. TULIN (Printed Name and Signature) University President														