


DAILY TIME RECORD

NUÑEZ, LILIAN B.
(NAME)

For the month of
July 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:46	12:17	12:35	6:17		8hrs
2-TUE	7:44	12:00	1:00	6:29		8hrs
3-WED	7:46	12:11	12:31	6:28		8hrs
4-THU	7:57	12:02	12:52	5:34		8hrs
5-FRI	7:31	12:18	12:31	6:05		8hrs
6-SAT						Off
7-SUN						Off
8-MON						CDO
9-TUE						CDO
10-WED						CDO
11-THU						CDO
12-FRI						CDO
13-SAT						Off
14-SUN						Off
15-MON	7:47	12:03	1:18	5:55	18mins	7hrs 42mins
16-TUE						STRAT. PLAN. (2ND DAY)
17-WED						STRAT. PLAN. (3RD DAY)
18-THU						STRAT. PLAN. (4TH DAY)
19-FRI						STRAT. PLAN. (5TH DAY)
20-SAT						Off
21-SUN						Off
22-MON						STRAT. PLAN. (6TH DAY)
23-TUE	7:39	12:01	12:11	5:49		8hrs
24-WED						STRAT. PLAN. (8TH DAY)
25-THU						STRAT. PLAN. (9TH DAY)
26-FRI						STRAT. PLAN. (10TH DAY)
27-SAT						Off
28-SUN						Off
29-MON	7:18	12:18	12:28	6:06		8hrs
30-TUE	7:34				8hrs	SL
31-WED	7:49	12:20	1:00	6:11		8hrs

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.


LILIAN B. NUÑEZ

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

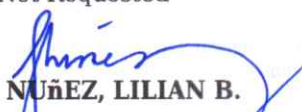
Stamp of Date of Receipt

APPLICATION FOR LEAVE

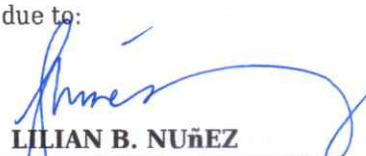
1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
ISRDS	Nuñez	Lilian	Bandola
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
07/03/2024	Associate Professor V		

6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption</p> <p><input type="checkbox"/> Mandatory/Force</p> <p><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver</p> <p><input type="checkbox"/> Maternity - additional 15 days for single mother</p> <p><input type="checkbox"/> Monetization</p> <p><input type="checkbox"/> Parental (Solo Parent)</p> <p><input type="checkbox"/> Paternity</p> <p><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sabbatical</p> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Special Emergency (Calamity)</p> <p><input type="checkbox"/> Special Leave Benefits for women</p> <p><input type="checkbox"/> Special Leave Privileges</p> <p><input type="checkbox"/> Study</p> <p><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Vacation</p> <p>Others: <u>CDO</u></p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input type="checkbox"/> Within the Philippines :</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
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<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>5 days</u></p> <p>Inclusive Dates</p> <p>07/08/2024 - 07/12/2024</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p> NUÑEZ, LILIAN B. (Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>July 2024</u></p> <table border="1"> <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>FLORANTE G. DIDAL Payroll and Leave Benefits Office</p>		Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p> LILIAN B. NUÑEZ Institute for Strategic Research & Development Studies</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application													
Balance													
<p>7.c APPROVED FOR:</p> <p><u> </u> day(s) with pay <u> </u> day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												


PROSE IVY G. YEPES

(Printed Name and Signature)
University President



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

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ISRDS	Nuñez	Lilian	Bandola
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7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												
 PROSE IVY G. YEPES (Printed Name and Signature) University President													