

DAILY TIME RECORD

BAGARINAO, MARIEDITH I.

(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	7:27	12:49	12:54	5:59		8hrs
4-TUE	7:32	12:36	12:41	5:06		8hrs
5-WED	7:55	12:01	12:04	5:06		8hrs
6-THU	7:48	12:05	12:07	5:05		8hrs
7-FRI	7:45	12:46	12:50	5:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:58	12:50	12:53	5:00		8hrs
11-TUE	7:55	12:00	12:07	5:40		8hrs
12-WED	7:44	12:07	12:10	5:22		8hrs
13-THU	7:50	12:01	12:09	5:01		8hrs
14-FRI	7:42	12:02	12:09	5:05		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:17	12:35	1:02	5:07	2mins	7hrs 58mins
18-TUE	7:32	12:00	12:05	5:44		8hrs
19-WED	7:55	12:46	12:55	5:29		8hrs
20-THU						CDO
21-FRI	7:39	12:05	12:12	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:53	12:01	12:10	5:15		8hrs
25-TUE	7:50	12:00	12:07	5:06		8hrs
26-WED	7:56	12:01	12:07	5:06		8hrs
27-THU	8:00	12:00	12:03	5:19		8hrs
28-FRI	7:54	12:06	12:09	5:20		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:47	12:50	12:51	5:13		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.

MARIEDITH I BAGARINAO

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC
Department Head
Department of Agronomy

Philippines
E UNIVERSITY
City, Leyte
Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Mariedith	Itang
	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) :

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

BAGARINAO, MARIEDITH I.
(Signature of Applicant)

7.a. NON APPLICATION

7.b. RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

DIONESIO M. BAÑOC
Department of Agronomy

7.d. DISAPPROVED due to:

MARIEDITH I. TULLIN
(Signature)
resident



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)												
DA		Bagarinao		Mariedith	Itang												
3. DATE OF FILING		4. POSITION		5. SALARY (Monthly)													
07/13/2023		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 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: <u>CDO</u>			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 type="checkbox"/> Out Patient (Pls. Specify) : 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 07/20/2023 - 07/20/2023			<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested Signature of Applicant <u>BAGARINAO, MARIEDITH I.</u>														
7. DETAILS OF ACTION ON APPLICATION																	
7.a CERTIFICATION OF LEAVE CREDITS			7.b RECOMMENDATION:														
AS of: July 2023																	
<table border="1"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>4.97</td> <td>14.589</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>4.970</td> <td>14.589</td> </tr> </table>				Vacation Leave	Sick Leave	Total Earned	4.97	14.589	Less this Application			Balance	4.970	14.589	<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:		
	Vacation Leave	Sick Leave															
Total Earned	4.97	14.589															
Less this Application																	
Balance	4.970	14.589															
FLORENTE G. DIDAL Payroll and Leave Benefits Office			DIONESIO M. BAÑOC Department of Agronomy														
7.c APPROVED FOR:			7.d DISAPPROVED due to:														
1 day(s) with pay ___ day(s) without pay Others (Specify):																	
EDGARDO E. TULIN (Printed Name and Signature) University President																	