

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

(NAME)

For the month of

**August 1 - 31, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

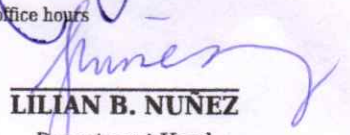
Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:02	12:01	12:24	5:10	2mins	7hrs 58mins
2-TUE	8:23	12:01	12:21	5:05	23mins	7hrs 37mins
3-WED	8:14	12:02	12:03	5:05	14mins	7hrs 46mins
4-THU	8:20	12:05	12:31	5:04	20mins	7hrs 40mins
5-FRI	8:26	12:16	12:19	5:09	26mins	7hrs 34mins
6-SAT						Off
7-SUN						Off
8-MON	8:17	12:17	12:19	5:03	17mins	7hrs 43mins
9-TUE	8:05	12:16	12:18	5:10	5mins	7hrs 55mins
10-WED	8:46	12:12	12:14	5:06	46mins	7hrs 14mins
11-THU	8:05	12:15	12:18	5:22	5mins	7hrs 55mins
12-FRI						VL
13-SAT						Off
14-SUN						Off
15-MON	8:27	12:19	12:22	5:06	27mins	7hrs 33mins
16-TUE	8:26	12:00	12:02	5:07	26mins	7hrs 34mins
17-WED	8:33	12:18	12:20	5:00	33mins	7hrs 27mins
18-THU	8:15	12:24	12:26	5:05	15mins	7hrs 45mins
19-FRI	8:13	12:04	1:07	5:15	20mins	7hrs 40mins
20-SAT						Off
21-SUN						Off
22-MON	7:26	12:05	12:08	5:17		8hrs
23-TUE	7:59	12:09	12:19	5:23		8hrs
24-WED	7:47	12:00	12:18	5:13		8hrs
25-THU	8:25	12:12	12:18	5:12	25mins	7hrs 35mins
26-FRI	7:49	12:13	12:19	5:04		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:57	12:00	12:32	5:21		8hrs
31-WED	8:06	12:12	12:15	5:08	6mins	7hrs 54mins

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. NUNEZ**

Department Head

Institute for Strategic Research & Development Studies





**APPLICATION FOR LEAVE**

<b>1. OFFICE/DEPT./DIVISION</b>	<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>												
<b>ISRDS</b>	<b>Cerna</b>	<b>Mizael</b>	<b>Bedayo</b>												
<b>3. DATE OF FILING</b>	<b>4. POSITION</b>		<b>5. SALARY (Monthly)</b>												
<b>08/10/2022</b>	<b>Administrative Aide III</b>														
<b>6. DETAILS OF APPLICATION</b>															
<b>6.a TYPE OF LEAVE TO BE AVAILED OF:</b> <input type="checkbox"/> Adoption <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: _____		<b>6.b DETAILS OF LEAVE:</b>  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													
<b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b>  <p style="text-align: center;">1 day Inclusive Dates 08/12/2022 - 08/12/2022</p>		<b>6.d COMMUTATION</b> <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested  <p style="text-align: center;"><b>CERNA MIZAE B.</b> (Signature of Applicant)</p>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.a CERTIFICATION OF LEAVE CREDITS</b> AS of: <u>August 2022</u> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">40.089</td> <td style="text-align: center;">52.209</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">39.089</td> <td style="text-align: center;">52.209</td> </tr> </table> <p style="text-align: center;"><b>REGINA C. BIBERA</b> Office of the Head of Payroll and Leave Benefits</p>			Vacation Leave	Sick Leave	Total Earned	40.089	52.209	Less this Application			Balance	39.089	52.209	<b>7.b RECOMMENDATION:</b> <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <p style="text-align: center;"><i>Lilian B. Nuñez</i> <b>LILIAN B. NUÑEZ</b> Institute for Strategic Research &amp; Development Studies</p>	
	Vacation Leave	Sick Leave													
Total Earned	40.089	52.209													
Less this Application															
Balance	39.089	52.209													
<b>7.c APPROVED FOR:</b> ___ day(s) with pay    ___ day(s) without pay Others (Specify): _____		<b>7.d DISAPPROVED due to:</b>   													
<p style="font-size: 1.2em;"><i>Edgardo E. Tulin</i></p> <p style="text-align: center;"><b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President</p>															