

DAILY TIME RECORD **PURAY, JAILENN JANNARAIN S.**

(NAME)

For the month of
February 1 - 28, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:57	12:30	12:31	5:04		8hrs
2-THU	7:53	12:40	12:41	5:04		8hrs
3-FRI	7:54	12:53	12:54	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:03	12:05	1:00	5:06		8hrs
7-TUE	7:59	12:38	12:39	5:03		8hrs
8-WED	8:00	12:28	12:29	5:13		8hrs
9-THU						Absent
10-FRI	7:58	12:34	12:35	5:04		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:28	12:29	5:09		8hrs
14-TUE	7:56	12:05	12:50	5:24		8hrs
15-WED	7:55	12:26	12:27	5:09		8hrs
16-THU	7:59	12:20	12:53	5:09		8hrs
17-FRI	8:00	12:08	12:52	5:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:04	1:00	5:08		8hrs
21-TUE	7:46	12:29	12:31	5:01		8hrs
22-WED	7:27	12:34	12:35	5:10		8hrs
23-THU	7:58	12:23	12:25	8:02		8hrs
24-FRI	9:06	12:51	12:52	2:19		5hrs 12mins
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:09	12:10	6:00		8hrs
28-TUE	6:54	12:15	12:44	4:22		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.


JAILENN JANNARAIN S. PURAY

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
 Department of Pure and Applied Chemistry

DAILY TIME RECORD **PURAY, JAILENN JANNARAIN S.**

(NAME)

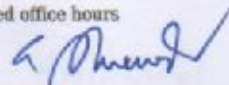
For the month of
February 1 - 28, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:57	12:30	12:31	5:04		8hrs
2-THU	7:53	12:40	12:41	5:04		8hrs
3-FRI	7:54	12:53	12:54	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:03	12:05	1:00	5:06		8hrs
7-TUE	7:59	12:38	12:39	5:03		8hrs
8-WED	8:00	12:28	12:29	5:13		8hrs
9-THU						Absent
10-FRI	7:58	12:34	12:35	5:04		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:28	12:29	5:09		8hrs
14-TUE	7:56	12:05	12:50	5:24		8hrs
15-WED	7:55	12:26	12:27	5:09		8hrs
16-THU	7:59	12:20	12:53	5:09		8hrs
17-FRI	8:00	12:08	12:52	5:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:04	1:00	5:08		8hrs
21-TUE	7:46	12:29	12:31	5:01		8hrs
22-WED	7:27	12:34	12:35	5:10		8hrs
23-THU	7:58	12:23	12:25	8:02		8hrs
24-FRI	9:06	12:51	12:52	2:19		5hrs 12mins
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:09	12:10	6:00		8hrs
28-TUE	6:54	12:15	12:44	4:22		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.


JAILENN JANNARAIN S. PURAY

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
 Department of Pure and Applied Chemistry



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)
DOPAC	Puray	Jailenn Jannaraine	Sabaria
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
01/10/2023	Instructor I		

6. DETAILS OF APPLICATION
6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
☐ Mandatory/Force
☐ Maternity
☐ Maternity - 7 days Transferable to father/alternate caregiver
☐ Maternity - additional 15 days for single mother
☐ Monetization
☐ Parental (Solo Parent)
☐ Paternity
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Sabbatical
☒ Sick
☐ Special Emergency (Calamity)
☐ Special Leave Benefits for women
☐ Special Leave Privilege
☐ Study
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)
☐ Vacation

Others: _____

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) : **Cough and Colds**

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.c NUMBER OF WORKING DAYS APPLIED FOR
1 day
Inclusive Dates

02/09/2023 - 02/09/2023
6.d COMMUTATION

- ☒ Requested ☐ Not Requested

PURAY, JAILENN JANNARAIN S.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION
7.a CERTIFICATION OF LEAVE CREDITS

AS of: **January 2023**

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.c APPROVED FOR:

____ day(s) with pay ____ day(s) without pay
Others (Specify):

7.d DISAPPROVED due to:
EDGARDO E. TULIN

(Printed Name and Signature)
University President