

DAILY TIME RECORD
BAGARINAO, MAREDDITH I.

(NAME)

For the month of
August 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:15	12:03	12:09	5:36	15mins	7hrs 45mins
2-WED	7:44	12:01	12:05	5:04		8hrs
3-THU	7:38	12:01	12:14	5:17		8hrs
4-FRI	7:59	12:40	12:49	5:14		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:58	12:42	12:43	5:09		8hrs
8-TUE	7:52	12:01	12:05	5:00		8hrs
9-WED	8:08	12:01	12:03	6:15	8mins	7hrs 52mins
10-THU						FL
11-FRI						FL
12-SAT						Off
13-SUN						Off
14-MON	7:36	12:00	12:06	5:08		8hrs
15-TUE	7:53	12:20	12:40	5:18		8hrs
16-WED	7:47	12:22	12:24	5:02		8hrs
17-THU	7:39	12:16	12:22	5:10		8hrs
18-FRI	7:32	12:01	12:05	5:08		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:28	12:01	12:04	5:15		8hrs
23-WED	7:43	12:36	12:54	5:10		8hrs
24-THU	7:40	12:00	12:08	5:21		8hrs
25-FRI	7:37	12:01	12:06	5:12		8hrs
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	8:00	12:00	12:05	5:08		8hrs
30-WED	7:46	12:51	12:56	5:17		8hrs
31-THU	7:45	12:22	12:24	5:12		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.

MAREDDITH I. BAGARINAO

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC
Department Head
Department of Agronomy

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First) (Middle)

Mareddith 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

3.d COMMUTATION

- ☒ Requested ☐ Not Requested

BAGARINAO, MAREDDITH I.
(Signature of Applicant)

7.a APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

DIONESIO M. BAÑOC
Department of Agronomy

7.d DISAPPROVED due to:

ULIN
(Signature)
Department Head
Department of Agronomy



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)										
08/07/2023		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 checked="" 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: _____			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											
2 days Inclusive Dates 08/10/2023 - 08/11/2023			<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested Signature of Applicant: BAGARINAO, MARIEDITH I.											
7. DETAILS OF ACTION ON APPLICATION														
7.a CERTIFICATION OF LEAVE CREDITS			7.b RECOMMENDATION:											
AS of: August 2023														
<table border="1"> <tr> <td>Total Earned</td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Less this Application</td> <td>2</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table>			Total Earned	Vacation Leave	Sick Leave	Less this Application	2		Balance			<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: Signature of Approver: DIONESIO M. BAÑOC Department of Agronomy		
Total Earned	Vacation Leave	Sick Leave												
Less this Application	2													
Balance														
7.c APPROVED FOR:			7.d DISAPPROVED due to:											
day(s) with pay 2 day(s) without pay Others (Specify):														
Signature of Applicant: EDGARDO E. TULIN (Printed Name and Signature) University President														