

DAILY TIME RECORD**SUGANO, SARAH JEAN C.**

(NAME)

For the month of

March 1 - 31, 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	12:21	12:21	5:10		8hrs
2-THU	7:43	12:13	12:13	5:04		8hrs
3-FRI	7:40	12:00	12:00	5:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:58	12:20	12:20	5:13		8hrs
7-TUE	6:57	12:28	12:29	5:20		8hrs
8-WED	8:00	12:28	12:28	5:39		8hrs
9-THU	8:05	12:37	12:37	5:35	5mins	7hrs 55mins
10-FRI	7:01	12:38	12:39	7:16		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:55	12:10	12:10	5:23		8hrs
14-TUE	7:04	12:16	12:16	5:03		8hrs
15-WED	8:01	12:24	12:24	5:25	1min	7hrs 59mins
16-THU	8:00	12:28	12:28	5:05		8hrs
17-FRI	6:58	12:14	12:14	5:00		8hrs
18-SAT						Off
19-SUN						Off
20-MON	6:57	12:11	12:11	5:06		8hrs
21-TUE	6:58	12:19	1:00	5:20		8hrs
22-WED						SL
23-THU	7:45	12:04	12:04	5:00		8hrs
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON	6:48	12:08	12:08	5:14		8hrs
28-TUE	7:00	12:45	12:45	6:25		8hrs
29-WED	8:00	12:40	12:40	5:17		8hrs
30-THU	7:49	12:39	12:40	5:20		8hrs
31-FRI	8:00	12:31	12:31		4hrs	4hrs

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.



SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours



MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center



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)
ARIC	Sugano	Sarah Jean	Cabanillas
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
03/28/2023	Instructor I		

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 checked="" 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 Privilege</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: _____</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 checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>House</u></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>
<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>1 day</u></p> <p>Inclusive Dates</p> <p>03/22/2023 - 03/22/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p>SUGANO, SARAH JEAN C.</p> <p>(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>March 2023</u></p> <table border="1"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>10.336</td> <td>19.903</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>10.336</td> <td>18.903</td> </tr> </table> <p>HONEY SOFIA V. COLIS</p> <p>Office of the Director for Human Resource Management</p>		Vacation Leave	Sick Leave	Total Earned	10.336	19.903	Less this Application			Balance	10.336	18.903	<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p>MA. THERESA P. LORETO</p> <p>College of Arts and Sciences</p>
	Vacation Leave	Sick Leave											
Total Earned	10.336	19.903											
Less this Application													
Balance	10.336	18.903											
<p>7.c APPROVED FOR:</p> <p>____ day(s) with pay ____ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

EDGARDO E. TULIN

(Printed Name and Signature)

University President