

DAILY TIME RECORD
MARAÑAN, CLEMENTE N. JR.
(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	6:47	11:45	12:03	5:35		8hrs
2-WED	5:58	12:11	12:12	5:23		8hrs
3-THU	6:42	11:59	12:17	5:35		8hrs
4-FRI	6:38	11:53	12:07	6:09		8hrs
5-SAT						Off
6-SUN						Off
7-MON	6:25	12:02	12:09	6:20		8hrs
8-TUE	6:33	12:13	12:15	7:09		8hrs
9-WED	6:46	12:03	12:26	7:34		8hrs
10-THU	7:32	12:03	12:14	5:55	32mins	7hrs 28mins
11-FRI	6:49	12:05	12:11	5:29		8hrs
12-SAT						Off
13-SUN						Off
14-MON						SL
15-TUE	6:48	11:08	12:32	5:33		8hrs
16-WED	6:36	11:53	12:07	5:25		8hrs
17-THU	6:55	11:59	12:17	5:29		8hrs
18-FRI	6:43	11:28	12:05	5:20		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	6:28	12:04	12:05	5:20		8hrs
23-WED	6:46	11:05	12:54	5:49		8hrs
24-THU	6:26	11:59	12:03	5:53		8hrs
25-FRI	6:27	11:40	12:05	5:55		8hrs
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	6:19	11:06	12:51	5:45		8hrs
30-WED	6:42	11:21	12:38	5:55		8hrs
31-THU	6:08	11:57	12:12	6:01		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.


CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC
Department Head
Department of Agronomy



Republic of the Philippines

VISAYAS STATE UNIVERSITY

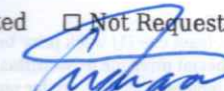
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DA	Marañan	Clemente	Nayre
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
11/08/2023	Administrative Aide 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 Privilege</p> <p><input type="checkbox"/> Study</p> <p><input type="checkbox"/> NAWC (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) : fever</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>1 day</p> <p>Inclusive Dates</p> <p>08/14/2023 - 08/14/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p></p> <p>MARAÑAN, CLEMENTE N. JR.</p> <p>(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>November 2023</u></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>14.774</td> <td>42.125</td> </tr> <tr> <td>Less this Application</td> <td></td> <td>1</td> </tr> <tr> <td>Balance</td> <td>14.774</td> <td>41.125</td> </tr> </tbody> </table> <p>FLORANTE G. DIDAL</p> <p>Payroll and Leave Benefits Office</p>		Vacation Leave	Sick Leave	Total Earned	14.774	42.125	Less this Application		1	Balance	14.774	41.125	<p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p></p> <p>DIONESIO M. BAÑOC</p> <p>Department of Agronomy</p>
	Vacation Leave	Sick Leave											
Total Earned	14.774	42.125											
Less this Application		1											
Balance	14.774	41.125											
<p>7.c APPROVED FOR:</p> <p>1 day(s) with pay _____ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

DANIEL LESLIE S. TAN

(Printed Name and Signature)
University President