

DAILY TIME RECORD**TRIPOLE, MARK RYAN R.**

(NAME)

For the month of

March 1 - 31, 2023

Official hours for arrival and departure

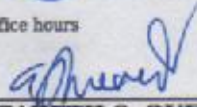
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:56	12:41	12:42	5:01		8hrs
2-THU	7:38	12:29	12:30	5:27		8hrs
3-FRI	7:51	12:09	12:22	5:35		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:34	12:03	12:04	5:01		8hrs
7-TUE	6:54	12:00	12:22	5:00		8hrs
8-WED	7:22	12:35	12:41	6:05		8hrs
9-THU	7:32	12:17	12:18	5:03		8hrs
10-FRI	7:36	12:10	12:11	5:25		8hrs
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE	6:20	12:14	12:16	5:18		8hrs
15-WED	7:35	12:26	12:30	5:02		8hrs
16-THU	7:50	12:02	12:03	5:17		8hrs
17-FRI	6:16	12:34	12:35	5:22		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:20	12:12	12:13	5:33		8hrs
21-TUE	7:16	12:26	12:27	5:36		8hrs
22-WED	7:22	12:40	12:41	10:09		8hrs
23-THU	7:45	12:05	12:06	5:04		8hrs
24-FRI	7:54	12:10	12:12	5:30		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:37	12:00	12:01	5:03		8hrs
28-TUE	6:55	12:08	12:09	6:31		8hrs
29-WED	8:12	12:40	12:41	5:02	12mins	7hrs 48mins
30-THU	7:40	12:04	12:05	5:01		8hrs
31-FRI	7:48	12:31	12:33	5:16		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.


MARK RYAN R. TRIPOLE

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

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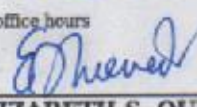
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ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry



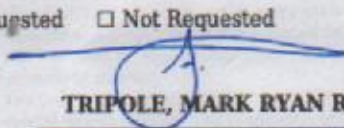
Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

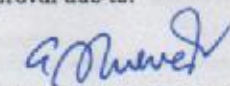
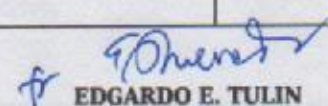
APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	TRIPOLE	MARK RYAN	ROSAL
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
04/03/2023	Instructor I		

6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption <input 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 checked="" 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</p> <p>Others: _____</p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : House</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>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</p> <p>Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave</p>
<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p>1 day Inclusive Dates 03/13/2023 - 03/13/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p style="text-align: center;"> TRIPOLE, MARK RYAN R. (Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS AS of: April 2023</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">HONEY SOFIA V. COLIS Office of the Director for Human Resource Management</p>		Vacation Leave	Sick Leave	Total Earned			Less this Application		1	Balance			<p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:</p> <p style="text-align: center;"> ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application		1											
Balance													
<p>7.c APPROVED FOR: ___ day(s) with pay 1 day(s) without pay Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												
<p> EDGARDO E. TULIN (Printed Name and Signature) University President</p>													