

DAILY TIME RECORD

ASIO, LUZ G.
(NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE						Absent
3-WED						Absent
4-THU						Absent
5-FRI						Absent
6-SAT		NOFH				Off
7-SUN						Off
8-MON						Absent
9-TUE						Absent
10-WED						Absent
11-THU						Absent
12-FRI						Absent
13-SAT	S	S	S	S		Off
14-SUN	S	S	S	S		Off
15-MON	7:00	1:00	1:00	5:00		Absent
16-TUE	7:15	1:00	1:00	5:00		Absent
17-WED	7:00	1:00	1:00	5:00		Absent
18-THU	7:00	1:00	1:00	5:00		Absent
19-FRI	7:45	1:00	1:00	5:00		Absent
20-SAT	S	S	S	S		Off
21-SUN	S	S	S	S		Off
22-MON	7:50	1:00	1:00	5:00		Absent
23-TUE	Sick	leave				Absent
24-WED	7:40	1:00	1:00	5:00		Absent
25-THU	7:40	1:00	1:00	5:00		Absent
26-FRI	7:40	1:00	1:00	5:00		Absent
27-SAT	S	S	S	S		Off
28-SUN	S	S	S	S		Off
29-MON	7:45	1:00	1:00	5:00		Absent
30-TUE		Holiday				Absent

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.

LUZ G. ASIO

VERIFIED as to prescribed office hours

ULYSSES A. CAGASAN

Department Head
Department of Agronomy

NT REPORT

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ered)

D was approved on a “work from home” actually accomplished and delivered the

Completed and Submitted	Equivalent Points
the thesis outline of of his SRC	10
monthly meeting of the to discuss about CHED accreditation.	1
Lectures for Lessons 2.3	0.66
ministration in CrpSc 21 at	5
the midterm examination at the VSUEE classroom	35
consultation meeting with the majors regarding their thesis outline and thesis (s attended).	5
edited the thesis outline of AnaMarie Pawaan	8
and edited the MS thesis as member of GAC	8
POINTS DELIVERED	

$$(\text{No. of days} \times 8 \text{ hrs}) = 80$$

d/delivered

(_____)



ACCOMPLISHMENT REPORT

2-12 November 2021
(Period covered)

This is to certify that the undersigned **LUZ G. ASIO** was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
2-5 Oct 21	1. Reviewed and checked the thesis outline of Sherwin Aqui as member of his SRC	10
	2. Attended a face to face monthly meeting of the Department of Agronomy to discuss about CHED RQAT, and AACUP Accreditation.	1
	3. Prepared PowerPoint lectures for Lessons 2.3 and 2.4 of CrpSc 21.	0.66
	4. Prepared a midterm examination in CrpSc 21 at the VSUEE classroom	5
	5. Reviewed and checked the midterm examination of my AgSc 11 students at the VSUEE classroom (389 students)	35
	6.	
8-12 Oct 21	1. Conducted a virtual consultation meeting with the undergrad Agronomy majors regarding their academic performance, thesis outline and thesis manuscripts (23 students attended).	5
	2. Reviewed, checked and edited the thesis outline of my undergrad advisee AnaMarie Pawaan	8
	3. Reviewed, checked and edited the MS thesis outline of Paume Garcia as member of GAC	8
	TOTAL OUTPUT POINTS DELIVERED	

Total Points to be delivered during WFH (No. of days x 8 hrs) = 80

Less: Total Output Points accomplished/delivered =

Number of hours (undertime) ()

Submitted by:



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Department of Agronomy	2. NAME : (Last) (First) (Middle) ASIO LIZ G.														
3. DATE OF FILING 13 Dec 21		4. POSITION Assistant Professor 2	5. SALARY _____												
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) Herdache and vomiting <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> Completion of Master's Degree _____ BAR/Board Examination Review _____ <i>Other purpose:</i> Monetization of Leave Credits _____ Terminal Leave _____													
6.C NUMBER OF WORKING DAYS APPLIED FOR _____ 1 day INCLUSIVE DATES 23 Nov 2021		6.D COMMUTATION Not Requested _____ Requested _____ _____ (Signature of Applicant) [Signature]													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> REGINA BIBERA, Adm. Officer II _____ (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval _____ For disapproval due to _____ _____ _____ ULYSSES A. CAGASAN Office/Dept./Unit _____ (Authorized Officer)	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____													
EDGARDO E. TULIN President _____ (Authorized Official)															