

DAILY TIME RECORD
FERNANDEZ, RHEA ANGELIE M.
 (NAME)

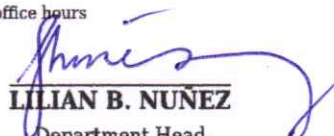
For the month of
August 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:02	12:04	12:06	5:08	2mins	7hrs 58mins
2-TUE	8:12	12:01	12:03	5:03	12mins	7hrs 48mins
3-WED	7:56	12:01	12:08	5:02		8hrs
4-THU	8:09	12:01	12:03	5:03	9mins	7hrs 51mins
5-FRI	8:04	12:01	12:02	5:01	4mins	7hrs 56mins
6-SAT						Off
7-SUN						Off
8-MON	7:56	12:01	12:02	5:03		8hrs
9-TUE	8:01	12:01	12:03	5:02	1min	7hrs 59mins
10-WED	7:58	12:01	12:04	5:04		8hrs
11-THU	7:51	12:03	12:04	5:16		8hrs
12-FRI	8:00	12:01	12:20	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON						SL
16-TUE						SPL
17-WED						SPL
18-THU	8:03	12:07	12:12	5:11	3mins	7hrs 57mins
19-FRI	8:07	12:01	12:02	5:05	7mins	7hrs 53mins
20-SAT						Off
21-SUN						Off
22-MON	7:53	12:07	12:10	7:07		8hrs
23-TUE	7:54	12:02	12:32	5:04		8hrs
24-WED	8:13	12:01	12:03	5:03	13mins	7hrs 47mins
25-THU	8:08	12:01	12:03	5:01	8mins	7hrs 52mins
26-FRI	8:12	12:03	12:19	5:01	12mins	7hrs 48mins
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	8:00	12:01	12:27	5:01		8hrs
31-WED	7:58	12:02	12:07	5:01		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.


RHEA ANGELIE M. FERNANDEZ

VERIFIED as to prescribed office hours


LILIAN B. NUNEZ

Department Head
 Institute for Strategic Research & Development Studies

DAILY TIME RECORD
FERNANDEZ, RHEA ANGELIE M.
 (NAME)

For the month of
August 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:02	12:04	12:06	5:08	2mins	7hrs 58mins
2-TUE	8:12	12:01	12:03	5:03	12mins	7hrs 48mins
3-WED	7:56	12:01	12:08	5:02		8hrs
4-THU	8:09	12:01	12:03	5:03	9mins	7hrs 51mins
5-FRI	8:04	12:01	12:02	5:01	4mins	7hrs 56mins
6-SAT						Off
7-SUN						Off
8-MON	7:56	12:01	12:02	5:03		8hrs
9-TUE	8:01	12:01	12:03	5:02	1min	7hrs 59mins
10-WED	7:58	12:01	12:04	5:04		8hrs
11-THU	7:51	12:03	12:04	5:16		8hrs
12-FRI	8:00	12:01	12:20	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON						SL
16-TUE						SPL
17-WED						SPL
18-THU	8:03	12:07	12:12	5:11	3mins	7hrs 57mins
19-FRI	8:07	12:01	12:02	5:05	7mins	7hrs 53mins
20-SAT						Off
21-SUN						Off
22-MON	7:53	12:07	12:10	7:07		8hrs
23-TUE	7:54	12:02	12:32	5:04		8hrs
24-WED	8:13	12:01	12:03	5:03	13mins	7hrs 47mins
25-THU	8:08	12:01	12:03	5:01	8mins	7hrs 52mins
26-FRI	8:12	12:03	12:19	5:01	12mins	7hrs 48mins
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	8:00	12:01	12:27	5:01		8hrs
31-WED	7:58	12:02	12:07	5:01		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.


RHEA ANGELIE M. FERNANDEZ

VERIFIED as to prescribed office hours


LILIAN B. NUNEZ

Department Head
 Institute for Strategic Research & Development Studies



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)
ISRDS	Fernandez	Rhea Angelie	Modina
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
08/18/2022	Administrative Aide III		

6. DETAILS OF APPLICATION**6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption
☐ Mandatory/Force
☐ Maternity
☐ Maternity - 7 days Transferable to father/alternate caregiver
☐ Maternity - additional 15 days for single mother
☐ Monetization
☐ Parental (Solo Parent)
☐ Paternity
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Sabbatical
☒ Sick
☐ Special Emergency (Calamity)
☐ Special Leave Benefits for women
☐ Special Leave Privilege
☐ Study
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)
☐ Vacation

Others: _____

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) : **Home**

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR**1 day**

Inclusive Dates

08/15/2022 - 08/15/2022**6.d COMMUTATION**

- ☐ Requested ☒ Not Requested

FERNANDEZ, RHEA ANGELIE M.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: **August 2022**

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval

- ☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

7.c APPROVED FOR:
 _____ day(s) with pay _____ day(s) without pay
 Others (Specify):
7.d DISAPPROVED due to:**EDGARDO E. TULIN**
 (Printed Name and Signature)
 University President



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)
ISRDS	Fernandez	Rhea Angelie	Modina
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
08/10/2022	Administrative Aide III		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
☐ Mandatory/Force
☐ Maternity
☐ Maternity - 7 days Transferable to father/alternate caregiver
☐ Maternity - additional 15 days for single mother
☐ Monetization
☐ Parental (Solo Parent)
☐ Paternity
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☐ Sabbatical
☐ Sick
☐ Special Emergency (Calamity)
☐ Special Leave Benefits for women
☒ Special Leave Privilege
☐ Study
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)
☐ Vacation

Others: _____

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Leyte
☐ 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:

- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR

2 days

Inclusive Dates

08/16/2022 - 08/17/2022

6.d COMMUTATION

- ☐ Requested ☒ Not Requested

FERNANDEZ, RHEA ANGELIE M.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: August 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval

- ☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

7.c APPROVED FOR:

___ day(s) with pay ___ day(s) without pay
 Others (Specify):

7.d DISAPPROVED due to:

EDGARDO E. TULIN(Printed Name and Signature)
University President