DAILY TIME RECORD RATILLA, BERTA C. (NAME)

For the month of August 1 - 31, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

,	A	AM	PM	\$	7.17	Tatal
Day	Z	TUO	IN	TUO	1/0	TOTAL
1-TUE	7:48	12:07	12:42	5:23		8hrs·
2-WED	7:57	12:08	1:03	5:32	3mins	7hrs 57mins
3-THU	7:52	12:03	12:08	5:15		8hrs
4-FRI	7:51	12:09	12:15	5:12		8hrs
5-SAT						Off
6-SUN						Off
7-MON	8:01	12:04	12:36	5:16	1min	7hrs 59mins
8-TUE	7:46	12:00	12:48	5:23		8hrs
9-WED	8:05	12:05	12:51	6:13	5mins	7hrs 55mins
10- THU						ОВ
11-FRI						OB
12-SAT						Off
13-SUN						Off
14-MON	7:49	12:10	12:51	5:53		8hrs
15-TUE	7:52	12:11	12:38	5:39		8hrs
16-WED	7:48	12:15	12:24	5:48		8hrs
17- THU	7:49	12:10	12:22	5:22		8hrs
18-FRI	7:56	12:18	12:51	5:06		8hrs
19-SAT						Off
20-SUN		2				Off
21-MON		4				Holiday
22-TUE	7:48	12:04	12:40	5:15		8hrs
23-WED	7:48	12:24	12:50	5:19		8hrs
24- THU	7:11	12:04	12:32	5:21		8hrs
25-FRI	7:55	12:02	12:34	5:16		8hrs
26-SAT						Off
27-SUN	7					Off
28-MON						Holiday
29-TUE	7:49	12:04	12:40	5:46		8hrs
30-WED	7:59	12:31	12:47	5:29		8hrs
31-THU	8:02	12:08	12:50	7:03	2mins	7hrs 58mins

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.

BOUTT

**BOUTT

BERTA C. RATILLA

DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

Department Head Department of Agronomy



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

The following of allowing the state of the s	TULIN ignature)	EDGARDO E. TULIN (Printed Name and Signature) University President	a yet betaraqırını.	sahaw bas visapan pentua auti enimasi:
ue to: A sabro delicatori engunati s A sabro delicatori engunati d A sabro inensura il propaneli d A sabro inensura il duoti bennato .	7.d DISAPPROVED due to:		day(s) without pay	7.c APPROVED FOR:day(s) with payday(s) Others (Specify):
Department of Agronomy			Payroll and Leave Benefits Office	Payroll and Leav
DIONESIO M. BAÑOC	DIO	in the second	FLORANTE G. DIDAL	FLORANT
			Templed leaves	Balance
due to:	☐ For Disapproval due to:		péss of par sénach e	Less this Application
 Confront person the agency's interns 			secondisted leave of	Total Earned
addrom 8 of gr - "evast ghrid. 8	☐ For Approval	Sick Leave	Vacation Leave	OF CLEATING
ION: satisfication which state to provide	7.b RECOMMENDATION:	v	CREDITS	7.a CERTIFICATION OF LEAVE CREDITS AS of: September 2023
evice version of the state of t	7. DETAILS OF ACTION ON APPLICATION	S OF ACTION	7. DETAII	delice terrification that the bisector of heatdear
(Signature of Applicant)	/(Sign		esta to nottwintes	
RATILLA, BERTA C.	the Tenon store suites RA	ĸ	09/29/2023 - 09/29/2023	09/29/2023
	- 8	T Gr	Inclusive Dates	Inclusiv
□ Not Requested	Requested □ 1		1 day	They in staggered beas within ining a
	6.d COMMUTATION		S APPLIED FOR	6.c NUMBER OF WORKING DAYS APPLIED FOR
eave Credits	Other purpose: Monetization of Leave Credits Terminal Leave		a sectification of the section of th	Others: <u>CDO</u>
ctorate Degree D Degree	☐ Completion of Doctorate Degree☐ Completion of PHD Degree☐		s, s. 2005)	UNAWC (RA No. 9262 / CSC MC No. 15, s. 2005)
enation Review ster's Degree	In case of Study leave: ☐ BAR/Board Examination Review ☐ Completion of Master's Degree	n.	ty) women	□Special Emergency (Calamity) □Special Leave Benefits for women □Special Leave Privilege
In case of Special Leave Benefits for Women: (Specify Illness)	In case of Special Lea (Specify Illness)	15	Omnibus Rules Implemen	□ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □ Sabbatical □ Sick
pecify): specify):	☐ In Hospital (Pls. Specify) : ☐ Out Patient (Pls. Specify) :			□Parental (Solo Parent) □ □Paternity
	In case of Sick leave:	her	ys for single mot	Maternity - additional 15 days for single mother
pecial Privilege leave: nines : ify) :	In case of vacation/Special Privilege leave. ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :		Force 7 days Transferable to father/alternate caregiver	□Adoption □Mandatory/Force □Matermity - 7 days Transfer
VE: A. sveet relieve betalences all	6.b DETAILS OF LEAVE:		ILED OF:	6.a TYPE OF LEAVE TO BE AVAILED OF:
ं क्रका, के दुड़ड़ की इंदीवर्ष विवस्त	PLICATION	DETAILS OF APPLICATION	a herepar unital 6. I	विप्रातास्य के राज्ञानस्य अध्यक्षम् स्वती क एक प्रथ
T. Heridatolykersed losse	IV	Professor IV	 Vádycepou rpují 	09/21/2023
5. SALARY (Monthly)			4. POSITION	3. DATE OF FILING
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(Middle) New (5) and task ad issued	(First) addeed reveneday	2 12	Name (Last)	1. OFFICE/DEPT./DIVISION



VISAYAS STATE-UNIVERSITY

Visca, Baybay City, Leyte 6521 Philippines

TRAVEL REQUEST / ORDER

Date: August 09, 2023

Destination Designation Poblacion, Albuera, Leyte PROF. IV BERTA C. RATILLA

Date of Travel: August 10-11, 2023

To conduct lecture on (Climate change

and its impact rice production)

Source of Fund: (Official Business only)

Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:

DIONESIO M. BAÑOC

/Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO

College Dean

In-Charge of Funds (if other than Office Head)

MARIA JULIET C. CENIZA

VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS VP for Academic Affairs

APPROVED:

University President **EDGARDO E. TULIN**

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- Medical Clearance from the VSU Infirmary that the employee has no symptoms of COVID 19
- Invitation from the organizer of the distancing and other health/hygiene protocols Certification from the organizer that social activity/conference/meeting (if applicable)
- Quarantine passes issued by the destination LGU enroute to the destination and if possible, together with passes from LGUs against COVID 19 (if applicable)
- Strong justification from the requesting party duly comply with health/hygiene protocols during the commitment of the requesting party to religiously necessity and urgency of the trip and endorsed by the immediate supervisor on the
- Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- Approved list of outputs between supervisor and his/her 14 days work from home scheme employee to be delivered/accomplished during
- Clearance issued by the Nurse on duty 30 minutes campus on duty before allowing vehicle to go out of prior to travel should be submitted to the guard

Certified Correct:

BERTA C RATILLA

Narrie of Travelling Employee

Noted/Verified except Clearance from Nurse:

Name of Office Head/Supervisor DIONESIO M. BAÑOC