

Civil Service Form 48

# **DAILY TIME RECORD** **MARAÑAN, CLEMENTE N. JR.** (NAME)

For the month of  
**November 1 - 30, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	6:39	11:54	12:08	5:08		8hrs
3-THU	6:50	11:24	12:48	5:22		8hrs
4-FRI	6:44	12:01	12:07	5:13		8hrs
5-SAT						Off
6-SUN						Off
7-MON	6:26	12:01	12:13	5:17		8hrs
8-TUE	6:56	11:09	12:57	5:33		8hrs
9-WED	6:42	12:18	12:21	5:35		8hrs
10-THU	7:06	11:14	12:39	5:48	6mins	7hrs 54mins
11-FRI	6:45	11:41	12:09	5:23		8hrs
12-SAT						Off
13-SUN						Off
14-MON	6:05	11:51	12:10	5:18		8hrs
15-TUE	6:35	12:02	12:08	6:59		8hrs
16-WED	6:49	12:01	12:13	5:27		8hrs
17-THU	6:41	11:03	1:01	5:24	1min	7hrs 59mins
18-FRI	6:50	12:12	12:00	7:00		8hrs SUSPENDED 12:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	6:38	12:10	12:55	5:05		8hrs
22-TUE	6:45	11:11	12:55	5:03		8hrs
23-WED						VL
24-THU						VL
25-FRI						VL
26-SAT						Off
27-SUN						Off
28-MON	6:56	12:04	12:07	5:20		8hrs
29-TUE	6:38	11:02	12:58	5:31		8hrs
30-WED						Holiday

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

  
**RUTH O. ESCASINAS**

Department Head  
Department of Agronomy

1 of 1

Philippines

UNIVERSITY

y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(Middle)
nte <b>Nayre</b>
5. SALARY (Monthly)
I

APPLICATION

TAILS OF LEAVE:

of vacation/Special Privilege leave:  
within the Philippines : going to Cebu City  
road (Pls. Specify) :

of Sick leave:  
Hospital (Pls. Specify) :  
at Patient (Pls. Specify) :

of Special Leave Benefits for Women:  
fy illness)

of Study leave:  
R/Board Examination Review  
mpletion of Master's Degree  
mpletion of Doctorate Degree  
mpletion of PHD Degree

purpose:  
onetization of Leave Credits  
rminal Leave

COMMUTATION

Requested    ☐ Not Requested

  
**MARAÑAN, CLEMENTE N. JR.**

(Signature of Applicant)

ON APPLICATION

RECOMMENDATION:

For Approval

For Disapproval due to:

  
**RUTH O. ESCASINAS**

Department of Agronomy

ISAPPROVED due to:

**E. TULIN**

nd Signature)  
President

22-91



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)												
<b>DA</b>	<b>Marañan</b>	<b>Clemente</b>	<b>Nayre</b>												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
<b>11/21/2022</b>	<b>Administrative Aide I</b>														
<b>6. DETAILS OF APPLICATION</b>															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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 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 checked="" type="checkbox"/> Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>going to Cebu City</u> <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify Illness) 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 Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR <p style="text-align: center;"><u>3 days</u>          Inclusive Dates          11/23/2022 - 11/25/2022</p>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;">  <b>MARAÑAN, CLÉMENTE N. JR.</b>          (Signature of Applicant)</p>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>November 2022</u> <table border="1" style="width: 100%;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>28.737</td> <td>47.875</td> </tr> <tr> <td>Less this Application</td> <td>3</td> <td></td> </tr> <tr> <td>Balance</td> <td>25.737</td> <td>47.875</td> </tr> </table> <p style="text-align: center;"><b>REGINA C. BIBERA</b>          Office of the Head of Payroll and Leave Benefits</p>			Vacation Leave	Sick Leave	Total Earned	28.737	47.875	Less this Application	3		Balance	25.737	47.875	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <p style="text-align: center;">  <b>RUTH O. ESCASINAS</b>          Department of Agronomy</p>	
	Vacation Leave	Sick Leave													
Total Earned	28.737	47.875													
Less this Application	3														
Balance	25.737	47.875													
7.c APPROVED FOR: <u>3</u> day(s) with pay    ___ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President															

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