

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

DAILY TIME RECORD**SHEIRA MAY T. CAMACHO**

(Name)

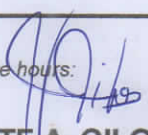
For the month of November 1-30, 2021Official hours for arrival
and departure

Regular days

Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLI	DAY				
2	Half	Day	1:00	5:00		
3	8:10	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:15	12:00	1:00	5:00		
6	SAT.					
7	SUN.					
8	HOLI	DAY				
9	8:04	12:00	1:00	5:00		
10	8:08	12:00	1:00	5:00		
11	8:05	12:00	1:00	5:00		
12	8:23	12:00	1:00	5:00		
13	SAT.					
14	SUN.					
15	SICK	LEAVE				
16	SICK	LEAVE				
17	8:00	12:00	1:00	5:00		
18	8:15	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	SAT.					
21	SUN.					
22	HALF	DAY	1:00	5:00		
23	8:08	12:00	1:00	5:00		
24	8:24	12:00	1:00	5:00		
25	8:09	12:00	1:00	5:00		
26	8:17	12:00	1:00	5:00		
27	SAT.					
28	SUN.					
29	8:00	12:00	1:00	5:00		
30	HOLIDAY					
31	--	--	--	--		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.


SHEIRA MAY T. CAMACHO

 VERIFIED as to the prescribed office hours:
VICENTE A. GILOS

In Charge



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT LIBRARY	2. NAME : (Last) (First) (Middle) CAMACHO, SHEIRA MAY T
3. DATE OF FILING Nov. 17, 2021	4. POSITION College Librarian I 5. SALARY ₱ 0.00

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☒ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines **Residence**

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

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

November 15-16, 2021

6.D COMMUTATION

Not Requested

Requested

SHEIRA MAY T. CAMACHO

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA BIBERA, Adm. Officer II

(Authorized Officer)

7.B RECOMMENDATION

For approval

For disapproval due to _____

VICENTE A. GILOS

Office of Chief Librarian

(Authorized Officer)

7.C APPROVED FOR:

- _____ days with pay
- _____ days without pay
- _____ others (Specify) _____

7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN

President

(Authorized Official)