

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	6:18	11:52	12:15	5:34		8hrs
4-TUE	6:24	11:19	12:03	5:31		8hrs
5-WED	6:47	11:45	12:01	5:18		8hrs
6-THU						SL
7-FRI						SL
8-SAT						Off
9-SUN						Off
10-MON	6:41	11:53	12:09	5:05		8hrs
11-TUE	6:32	11:51	12:00	5:26		8hrs
12-WED	6:50	11:44	12:08	5:14		8hrs
13-THU	6:36	11:38	12:01	5:25		8hrs
14-FRI	6:45	12:07	12:17	6:25		8hrs
15-SAT						Off
16-SUN						Off
17-MON	6:34	11:38	12:10	5:31		8hrs
18-TUE	6:43	11:59	12:03	6:42		8hrs
19-WED	6:56	11:55	12:12	6:00		8hrs
20-THU	6:42	12:09	12:12	5:47		8hrs
21-FRI	6:25	12:07	12:10	5:18		8hrs
22-SAT						Off
23-SUN						Off
24-MON	6:52	11:47	12:22	6:04		8hrs
25-TUE	6:34	12:03	12:06	6:41		8hrs
26-WED	6:29	12:10	12:13	5:20		8hrs
27-THU	6:41	12:00	12:03	5:50		8hrs
28-FRI	7:01	11:56	12:06	6:27	1 min	7hrs 59mins
29-SAT						Off
30-SUN						Off
31-MON	6:55	12:02	12:13	10:08		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.


CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC

Department Head
 Department of Agronomy





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)												
DA	Marañan	Clemente	Nayre												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
07/18/2023	Administrative Aide I														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <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 checked="" type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>fever</u> 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 <u>2 days</u> Inclusive Dates <u>07/06/2023 - 07/07/2023</u>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  MARAÑAN, CLEMENTE N. JR. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>July 2023</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>11.391</td><td>40.125</td></tr><tr><td>Less this Application</td><td></td><td>2</td></tr><tr><td>Balance</td><td>11.391</td><td>38.125</td></tr></tbody></table> FLORANTE G. DIDAL Payroll and Leave Benefits Office			Vacation Leave	Sick Leave	Total Earned	11.391	40.125	Less this Application		2	Balance	11.391	38.125	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  DIONESIO M. BAÑOC Department of Agronomy	
	Vacation Leave	Sick Leave													
Total Earned	11.391	40.125													
Less this Application		2													
Balance	11.391	38.125													
7.c APPROVED FOR: <u>2</u> day(s) with pay <u> </u> day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to: _____													
DANIEL LESLIE S. TAN (Printed Name and Signature) University President															