

DAILY TIME RECORD**GONZAGA, ERNESTO A. JR.**

(NAME)

For the month of


July 1 - 31, 2022

Official hours for arrival and departure

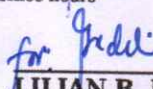
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:51	12:02	12:40	5:09		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:35	12:19	12:27	5:07		8hrs
5-TUE	8:01	12:14	12:22	5:04	1min	7hrs 59mins
6-WED	7:42	12:03	12:20	5:04		8hrs
7-THU	8:03	12:19			4hrs 3mins	3hrs 57mins
8-FRI	7:49	12:03	12:24	5:02		8hrs
9-SAT						Off
10-SUN						Off
11-MON			12:49	5:14	4hrs	4hrs
12-TUE	8:09	12:07	12:43	5:07	9mins	7hrs 51mins
13-WED	7:48	12:11	12:41	5:03		8hrs
14-THU	7:47	12:31	12:49	5:05		8hrs
15-FRI	7:46	12:11	12:21	5:00		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:35	12:02	12:36	5:07	35mins	7hrs 25mins
19-TUE	7:50	12:13	12:37	5:09		8hrs
20-WED	7:51	12:03	12:11	5:08		8hrs
21-THU	7:36	12:04	12:21	5:11		8hrs
22-FRI	8:18	12:11	12:23	5:06	18mins	7hrs 42mins
23-SAT						Off
24-SUN						Off
25-MON	7:51	12:07	12:33	5:08		8hrs
26-TUE	7:50	12:08	12:26	5:10		8hrs
27-WED	8:12	12:05	12:28	5:06	12mins	7hrs 48mins
28-THU						SL
29-FRI						SL
30-SAT						Off
31-SUN						Off

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.


ERNESTO A. GONZAGA JR.

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	Gonzaga	Ernesto	Alquino
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
08/02/2022	Administrative Aide VI		

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

2 days

Inclusive Dates

07/28/2022 - 07/29/2022

6.d COMMUTATION

- ☐ Requested ☒ Not Requested

GONZAGA, ERNESTO A. JR.

(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