DAILY TIME RECORD

ASIO, LUZ G.
(NAME)

UNIVERSITY
lity, Leyte

Stamp of Date of Receipt

FOR LEAVE

Philippines

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

	•	MA	Ma	N.		
Day	Z	OUT	Z	TUO	U/I	Total
1-TUE						ОВ
2-WED						ОВ
<b>3-</b> THU	7:57	12:39	12:40	5:15		8hrs
4-FRI	7:58	12:20	12:21	5:21		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:42	12:12	12:13	5:21	160	8hrs
8-TUE	8:03	12:11	12:13	5:04	3mins	7hrs 57mins
9-WED	7:56	12:09	12:10	5:32		8hrs
<b>10-</b> THU	7:40	12:09	12:12	5:05		8hrs
11-FRI	7:17	12:07	12:15	5:01		8hrs
12-SAT						Off
13-SUN						Off
<b>14-</b> MON	7:54	12:01	12:03	5:23		8hrs
<b>15-</b> TUE	7:14	12:08	12:15	5:14		8hrs
<b>16-</b> WED	7:44	12:03	12:15	5:03		8hrs
<b>17-</b> THU	7:35	12:10	12:11	5:10		8hrs
18-FRI	7:59	12:15	12:16	5:04		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
<b>22-</b> TUE	7:02	12:08	12:13	5:10		8hrs
23-WED	7:21	12:00	12:06	5:19		8hrs
<b>24-</b> THU	7:23	12:04	12:09	5:48		8hrs
25-FRI						SL
26-SAT						Off
27-SUN						Off
28-MON						Holiday
<b>29-</b> TUE	7:02	12:07	12:12	5:04		8hrs
30-WED	7:50	12:05	12:11	5:12		8hrs
<b>31-</b> THU	7:27	12:04	12:22	5:58		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of wor performed record of which was made daily at the time of arrival at and departure froffice.



DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

Department Head Department of Agronomy

•	(First)	(Middle)
	Luz su parana a a a an	Geneston
		5. SALARY (Monthly)
rofessor	ssor II	uzhperneg praze
APPL	APPLICATION	symper and small holds did soft with
	6.b DETAILS OF LEAVE:	AVE: 1 A and code my benchmen
/er	In case of vacation/Special  ☐ Within the Philippines: ☐ Abroad (Pls. Specify):	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):	e: Specify): Specify): at home
	In case of Special L (Specify Illness)	In case of Special Leave Benefits for Women: (Specify Illness)
	In case of Study leave:   BAR/Board Examination Reviev  Completion of Master's Degree  Completion of Doctorate Degre	ase of Study leave: BAR/Board Examination Review Completion of Master's Degree Completion of Doctorate Degree Completion of PHD Degree
	Other purpose:   Monetization of Leave  Terminal Leave	Leave Credits
	6.d COMMUTATION  Requested	N □ Not Requested
d'	(S)	ASIO, LUZ G. (Signature of Applicant)
ON OI	ON ON APPLICATION  7.b RECOMMENDATION:	TION:
ve	⊠ For Approval	
	☐ For Disapproval due	al due to:
L	Deg	DIONESIO M. BAÑOC Department of Agronomy
	7.d DISAPPROVED due to:	due to:
E. T	TULIN	The straight party at supply the straight of t
and Signatu President	and Signature) President	) menarament ad 11 headard et



Republic of the Philippines

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

	mature) dent	(Printed Name and Signature) University President		
St. Industrial (HC) PHI (C) For the control of the	<b>CIIN</b>	EDGARDO E. TULIN	17	Milan - Barra Maddal Janatan Senata mata an Lara
	7.d DISAPPROVED due to:		day(s) without pay	7.c APPROVED, FOR: day(s) with pay Others (Specify):
DIONESIO M. BAÑOC Department of Agronomy	Depa	Ę.	e Benefits Office	FLORANTE G. DIDAL  Payroll and Leave Benefits Office
				Balance
l due to: The old needed limbers and the start,	☐ For Disapproval due to:	1		Less this Application
en laneat the agency's tatemal nec	⊠ For Approval	Sick Leave	Vacation Leave	1
TION: 3 Baubya dilya ne sel dina ye pangi.  Belipara di Sangara di Sangara Sangara di Sa	7.b RECOMMENDATION:		REDITS	7.a CERTIFICATION OF LEAVE CREDITS AS of: August 2023
V. SPOOL ASSESSMENT IN STREET, SPECIAL PROPERTY.	7. DETAILS OF ACTION ON APPLICATION	OF ACTION O	7. DETAILS	ar andre record greet gree alread on delegations as
(Signature of Applicant)	(Sign			
ASTOR STORY	se pusa pachadasar e,	46	08/25/2023	ECUCISCIBU - ECUCISCIBU
□ Not Requested	⊠ Requested □		ay e Dates	<u>1 day</u> Inclusive Dates
The second second second	6.d COMMUTATION		DAYS APPLIED FOR	6.c NUMBER OF WORKING DAYS
Leave Credits	Other purpose:   Monetization of Leave Credits  Terminal Leave			Others:
octorate Degree HD Degree	☐ Completion of Doctorate Degree☐ Completion of PHD Degree☐		. 2005)	□VAWC (BA No. 9262 / CSC MC No. 15, s. 2005) □Vacation
re: nination Review aster's Degree	In case of Study leave:  ☐ BAR/Board Examination Review ☐ Completion of Master's Degree		r) omen	□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 Le (Specify Illness)	j E.O. No. 292)	nnibus Rules Implementing	□Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □Sabbatical ■Sick
: Specify) : Specify) : at home	In case of Sick leave:  ☐ In Hospital (Pls. Specify):  ☒ Out Patient (Pls. Specify):		dust paragram and property of the set of the	☐ Monetization ☐ Parental (Solo Parent) ☐ Paternity ☐ Paternity
In case of vacation/Special Privilege leave:  ☐ Within the Philippines :  ☐ Abroad (Pls. Specify) :	In case of vacation/Special  ☐ Within the Philippines  ☐ Abroad (Pls. Specify):	ate caregiver	ole to father/altern	□Adoption □Mandatory/Force □Maternity - 7 days Transferable to father/alternate caregiver □Maternity - additional 15 days for single mother
VE: have made religious beneficially a supplicable and	6.b DETAILS OF LEAVE:		ED OF:	6.a TYPE OF LEAVE TO BE AVAILED OF:
y mant and expediteletables soft easy of many	LICATION	DETAILS OF APPLICATION	6. DE	makes of the department above the participant of the feature.
erset bernoftgrafshusik "L	ssor II	Assistant Professor II	ed ii to saffadinyi e	08/29/2023
5. SALARY (Monthly)		1.01	4. POSITION	3. DATE OF FILING Afficence of our que
Geneston	Luz	STEEL STEEL	Asio	ers barrour ed to no <b>DA</b> dbed to berabled
(Middle)	(First)		Name (Last)	1. OFFICE/DEPT./DIVISION



## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte 6521 Philippines

TRAVE	
L REQU	
EST / C	
RDER	

Date: July 17, 2023

Name : Designation :	LUZ G. ASIO Assistant Professor II	ssor II	Signature
Purpose	Inception Meeting and ACIAR Project Partner University	Inception Meeting and Field Visit with our ACIAR Project Partner at Benguet State University	it with our et State
Total Expenses:			
Source of Fund: Transportation:	Source of Fund: ACIAR Soil Project Transportation: [ ] University Vehicle	cct Public Conveyance	veyance
Noted/Verified:	DIONESIO M. BAÑOC	VI. BAÑOC	
RECOMMEN	Immediate Supervisor/Office Head RECOMMENDING APPROVAL:	isor/Office Hea	4
	VICTOR B. ASIO	B. ASIO	
	College Dean	Dean	
MARIA JUL	MARIA JULIET C. CENIZA VP Research, Ext'n & Innov	BEATRIZ S. BELONIAS ON VP for Academic Affairs	ELONIAS &
APPROVED:	EDGAR	EDGARDO E. TULIN	

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

employee has no symptoms	Medical Clearance from the
of COVID 19	<b>VSU Infirmary</b>
	that the

- Invitation from the organizer of the activity/conference/meeting (if applicable)

  Certification from the organizer that social distancing and other health/hygiene protocols against COVID 19 (if applicable)
- Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- necessity and urgency of the trip and commitment of the requesting party to religiously comply with Strong justification from the requesting party duly endorsed by the immediate supervisor on the health/hygiene protocols during the trip
- 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

45

3 15

- his/her 14 days' work from home scheme Approved list of outputs between supervisor and employee to be delivered/accomplished during
- Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

of Travelling Employee

Noted/Verified except Clearance from Nurse:

DIONESIO M. BAÑOC

Name of Office Head/Supervisor

**University President**