Civil Service Form 48

PATILLA, TEODOMERO C. (NAME)

NIVERSITY , Leyte ilippines

Stamp of Date of Receipt

ANNEX A

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

AM	
PM	8:00AM - D:00PM
1	UPM

		AM	PM	2		
Day	N	TUO	N	TUO	U/I	Total
1-SAT						Off
2-SUN						Off
3-MON	7:57	12:34	12:41	5:03		8hrs
4-TUE	8:02	12:34	12:38	5:31	2mins	7hrs 58mins
5-WED	7:57	12:16	12:27	5:28		
0-THU	8:04	12:20	12:27	7:08	4mins	7hrs 56mins
7-FRI	7:55	12:18	12:21	5:45		8hrs
8-SAT						Off
NUS-6						Off
10-MON	7:59	12:02	12:48	6:16		8hrs
11-TUE	7:56	12:10	12:18	5:44		8hrs
12-WED	8:03	12:16	12:21	5:07	3mins	7hrs 57mins
13-THU	7:53	12:07	12:15	5:13		8hrs
14-FRI	7:51	12:00	12:09	5:07		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:48	12:27	12:30	5:21		8hrs
18-TUE						FL
19-WED	8:10	12:12	12:13	5:49	10mins	7hrs 50mins
20- THU	6:19	12:01	12:06	5:23		8hrs
21-FRI	7:59	12:09	12:17	5:17		8hrs
22-SAT						Off
23-SUN						flo
24-MON	8:04	12:12	12:20	5:17	4mins	7hrs 56mins
25-TUE	7:49	12:31	12:33	5:05		8hrs
26-WED	7:58	12:26	12:31	5:41		8hrs
27- THU	8:03	12:17	12:21	5:38	3mins	7hrs 57mins
28-FRI	7:58	12:42	12:48	5:51		
29-SAT						Off
30-SUN						Off
31-MON	7:55	1:01	1:01	5:58	1 min	7hrs 59mins

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.

TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head Department of Agronomy

OR LEAVE	
(First) Man and publisher a con-	(Middle)
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	5. SALARY (Monthly)
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PLICATION	
6.b DETAILS OF LEAVE:	The state of the s
In case of vacation/Special ☐ Within the Philippines: ☐ Abroad (Pls. Specify):	of vacation/Special Privilege leave: hin the Philippines : oad (Pls. Specify) :
In case of Sick leave: ☐ In Hospital (Pls. Sp ☐ Out Patient (Pls. Sp	: Specify) : Specify) :
In case of Special Leave Benefits for Women: (Specify Illness)	e Benefits for Women:
In case of Study leave: BAR/Board Examination Review Completion of Master's Degree Completion of Doctorate Degree Completion of PHD Degree	ave: amination Review Master's Degree Doctorate Degree PHD Degree
Other purpose: Monetization of Leave Credits Terminal Leave	ave Credits
⊠ Requested □ Not	ot Requested
RATILL	A TEODOMERO C.
(Signa	(Signature of Applicant)
7.b RECOMMENDATION:	N: States Issues
⊠ For Approval	ar "gam" - i ar
□ For Disapproval due	ue to:
	Supplied to the second to the
Department	Department of Agronomy
7.d DISAPPROVED due	
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Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

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	7.d DISAPPROVED due to:		day(s) without pay		7.c APPROVED FOR: 1 day(s) with pay Others (Specify):
Department of Agronomy	/ Depart	Benefits	Office of the Head of Payroll and Leave Benefits	he Head of Pay	Office of th
PIONESIO M. BAÑOC	DION		G. DIDAL	FLORANTE G. DIDAL	
		286.750	300.122		Balance
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CONTRACTOR OF STREET,	7. DETAILS OF ACTION ON APPLICATION	LS OF ACTION C	7. DETAI	BANG BOOK BY BUT THE	BEST OF KONTONED
(Signature of Applicant)	(Signa		Patricia de la colta	e ida paramana Parama garantan Maramanan manamanan	-tudaya kaharasa -tudaya kaharasa
A, TEODOMERO C.	RATILLA		07/18/2023	07/18/2023 - 07/18/2023	
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e Benefits for Women:	In case of Special Leave Benefits for Women: (Specify Illness)		mnibus Rules Impleme	(Sec. 55, Rule XVI, O	□Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □Sabbatical □Sigh
ecify) : pecify) :	In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify):	1.	o tot orbite tot e	Parent)	☐Monetization ☐Parental (Solo Parent) ☐Paternity
cial Privilege leave: nes : y) :	In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :	ite caregiver	ole to father/alt	rce lays Transferal	□Adoption ⊠Mandatory/Force □Maternity - 7 days Transferable to father/alternational 15 days for single mother
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5. SALARY (Monthly)		HINDEN V	4. POSITION	a political desi	3. DATE OF FILING
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(Middle)	(First)		Name (Last)	NOISIVI	1. OFFICE/DEPT./DIVISION