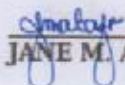


Civil Service Form 48

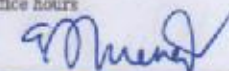
DAILY TIME RECORD**ABAPO, JANE M.**
(NAME)For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	6:50	12:28	12:29	7:25		8hrs
2-FRI	6:59	12:48	12:53	7:27		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:58	12:20	12:54	8:07		8hrs
6-TUE	7:00	12:19	12:45	7:11		8hrs
7-WED	6:59	12:49	1:00	7:23		8hrs
8-THU						Holiday
9-FRI	6:59	12:46	1:02	7:16	2mins	7hrs 58mins
10-SAT						Off
11-SUN						Off
12-MON	6:57	12:26	12:28	7:09		8hrs
13-TUE	6:53	12:10	12:38	7:19		8hrs
14-WED	7:01	12:49	12:50	4:21	1min	7hrs 59mins
15-THU	6:50	12:17	1:00	7:14		8hrs
16-FRI	6:56	12:25	12:47	6:46		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:00	12:17	1:00	5:30		8hrs
20-TUE	7:21	12:14	12:59	5:14		8hrs
21-WED	7:04	12:28	12:40	5:26		8hrs
22-THU	6:58	12:46	12:48	5:11		8hrs
23-FRI	7:02	12:31	12:41	5:05		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						SPL
28-WED	7:11	12:31	12:45	5:05		8hrs
29-THU	7:35	12:02	12:36	4:50	10mins	7hrs 50mins
30-FRI						Holiday
31-SAT						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.


JANE M. ABAPO

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

e Philippines

TE UNIVERSITY

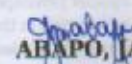
y City, Leyte

Stamp of Date of Receipt

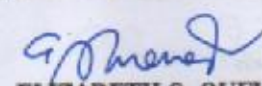
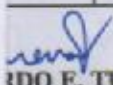
N FOR LEAVE

(First)	(Middle)
Jane	Maderazo
5. SALARY (Monthly)	
Technician II	

F APPLICATION

giver	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : Baybay <input type="checkbox"/> Abroad (Pls. Specify) :
	In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :
2)	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.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
 ABAPO, JANE M. (Signature of Applicant)	

TION ON APPLICATION

ave 25 25	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:
	 ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry
	7.d DISAPPROVED due to:
	 IDO E. TULIN (Name and Signature) rsity President



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)
DOPAC	Abapo	Jane	Maderazo
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
12/23/2022	Laboratory Technician II		

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 : Baybay
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women:
(Specify illness)

In case 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 Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day

Inclusive Dates

12/27/2022 - 12/27/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

ABAPO, JANE M.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: December 2022

	Vacation Leave	Sick Leave
Total Earned	19.949	104.125
Less this Application		
Balance	19.949	104.125

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☒ For Approval
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.c APPROVED FOR:

1 day(s) with pay ___ day(s) without pay
 Others (Specify):

7.d DISAPPROVED due to:

EDGARDO E. TULIN

(Printed Name and Signature)
 University President