

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

June 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-THU | 8:06 | 12:10 | 12:29 | 5:23 | 6mins | 7hrs 54mins |
| 2-FRI | 8:02 | 12:31 | 12:33 | 6:01 | 2mins | 7hrs 58mins |
| 3-SAT | | | | | | Off |
| 4-SUN | | | | | | OB |
| 5-MON | | | | | | OB |
| 6-TUE | | | | | | OB |
| 7-WED | | | | | | OB |
| 8-THU | | | | | | OB |
| 9-FRI | | | | | | OB |
| 10-SAT | | | | | | OB |
| 11-SUN | | | | | | OB |
| 12-MON | | | | | | Holiday |
| 13-TUE | 7:45 | 12:17 | 12:43 | 6:01 | | 8hrs |
| 14-WED | 8:06 | 12:24 | 12:53 | 5:20 | 6mins | 7hrs 54mins |
| 15-THU | 7:53 | 12:05 | 12:39 | 5:54 | | 8hrs |
| 16-FRI | | | | | | FL |
| 17-SAT | | | | | | Off |
| 18-SUN | | | | | | Off |
| 19-MON | | | | | | FL |
| 20-TUE | 7:53 | 12:02 | 12:18 | 5:37 | | 8hrs |
| 21-WED | 7:41 | 12:54 | 12:55 | 5:15 | | 8hrs |
| 22-THU | | | | | | OB |
| 23-FRI | | | | | | OB |
| 24-SAT | | | | | | Off |
| 25-SUN | | | | | | Off |
| 26-MON | 8:07 | 12:11 | 12:41 | 5:13 | 7mins | 7hrs 53mins |
| 27-TUE | | | | | | SL |
| 28-WED | | | | | | Holiday |
| 29-THU | 8:04 | 12:20 | 12:48 | 5:25 | 4mins | 7hrs 56mins |
| 30-FRI | 8:01 | 12:03 | 1:05 | 5:39 | 6mins | 7hrs 54mins |

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.



BERTA C. RATILLA

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 | Ratilla | Berta | Catingan | | | | | | | | | | | | |
| 3. DATE OF FILING | 4. POSITION | | 5. SALARY (Monthly) | | | | | | | | | | | | |
| 06/29/2023 | Professor IV | | | | | | | | | | | | | | |
| 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 Leave 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>Home</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 <div style="text-align: center;"> 1 day Inclusive Dates 06/27/2023 - 06/27/2023 </div> | | 6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> RATILLA, BERTA C. (Signature of Applicant) </div> | | | | | | | | | | | | | |
| 7. DETAILS OF ACTION ON APPLICATION | | | | | | | | | | | | | | | |
| 7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>June 2023</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">210.51</td> <td style="text-align: center;">221.309</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">210.510</td> <td style="text-align: center;">220.309</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> HONEY SOFIA V. COLIS Human Resource Management Office </div> | | | Vacation Leave | Sick Leave | Total Earned | 210.51 | 221.309 | Less this Application | | | Balance | 210.510 | 220.309 | 7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center;"> RUTH O. ESCASINAS Department of Agronomy </div> | |
| | Vacation Leave | Sick Leave | | | | | | | | | | | | | |
| Total Earned | 210.51 | 221.309 | | | | | | | | | | | | | |
| Less this Application | | | | | | | | | | | | | | | |
| Balance | 210.510 | 220.309 | | | | | | | | | | | | | |
| 7.c APPROVED FOR: ___ day(s) with pay ___ day(s) without pay Others (Specify): _____ | | 7.d DISAPPROVED due to: _____ | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> EDGARDO E. TULIN (Printed Name and Signature) University President </div> | | | | | | | | | | | | | | | |



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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| 1. OFFICE/DEPT./DIVISION | Name (Last) | (First) | (Middle) | | | | | | | | | | | | |
|--|----------------|--|---------------------|------------|--------------|---------|---------|-----------------------|--|--|---------|---------|---------|---|--|
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| 06/15/2023 | Professor IV | | | | | | | | | | | | | | |
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| 6.c NUMBER OF WORKING DAYS APPLIED FOR 2 days Inclusive Dates 06/16/2023 - 06/19/2023 | | 6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> RATILLA, BERTA C. (Signature of Applicant) </div> | | | | | | | | | | | | | |
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| | Vacation Leave | Sick Leave | | | | | | | | | | | | | |
| Total Earned | 210.423 | 220.726 | | | | | | | | | | | | | |
| Less this Application | | | | | | | | | | | | | | | |
| Balance | 208.423 | 220.726 | | | | | | | | | | | | | |
| 7.c APPROVED FOR: _____ day(s) with pay _____ day(s) without pay Others (Specify): _____ | | 7.d DISAPPROVED due to: _____ | | | | | | | | | | | | | |
| <div style="display: flex; align-items: center; justify-content: center;"> <div> EDGARDO E. TULIN (Printed Name and Signature) University President </div> </div> | | | | | | | | | | | | | | | |

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: May 8, 2023

Name : **BERTA C. RATILLA** *[Signature]*
Designation : **Prof. IV** *[Signature]*
Destination : **Kauswagan, Lanao del Norte, Philippines**
Date of Travel : **June 4-11, 2023**
Purpose : **To present a paper during the 6th Organic Asia Congress entitled "An Evaluation of Various Nutrient Sources and Quantum Enhancers as Alternative to Chemical Fertilizers for Rice Production"**
Total Expenses: **1290.00**
Source of Fund: **VSU**
Transportation: ☐ University Vehicle ☒ Public Conveyance

Noted/Verified:

[Signature]
RUTH O. ESCASINAS

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

[Signature]
VICTOR B. ASIO

College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has no symptoms of COVID 19
- ☐ 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
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with 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
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ 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:

[Signature]
BERTA C. RATILLA

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

[Signature]
RUTH O. ESCASINAS

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: June 26, 2023

Name : BERTA C. RATILLA
Designation : Professor IV
Destination : Naval, Biliran
Date of Travel : June 22-23, 2023
Purpose : Act as Resource Person in the conduct of training "Adaptation Strategies and Cost-Reducing Practices in Crop Production Amidst Climate Change Situation" for farmers and other stakeholders in Naval, Biliran
Total Expenses: _____
Source of Fund: (Official Time only)
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:


DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:


VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:


EDGARDO E. TULIN
University President

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BERTA C. RATILLA
Name of Travelling Employee

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DIONESIO M. BAÑOC
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