

DAILY TIME RECORD RATILLA, TEODOMERO C.

(NAME)

For the month of
September 1 - 30, 2023
 Official hours for arrival and departure
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
-FRI	7:59	12:14	12:21	5:11		8hrs Off
-SAT						Off
-SUN						Off
-MON	7:43	12:10	12:12	5:38		8hrs
-TUE	8:03	12:01	12:05	5:57	3mins	7hrs 57mins
-WED	7:57	12:09	12:11	5:25		8hrs
-THU	7:58	12:00	12:19	5:24		8hrs
-FRI	8:02	12:24	12:30	5:38	2mins	7hrs 58mins
-SAT						Off
-SUN						Off
-MON	7:55	12:11	12:12	5:08		8hrs
-TUE	7:57	12:19	12:22	6:01		8hrs
-WED	7:28	12:16	12:17	5:32		8hrs
-THU	6:59	1:09	1:09	5:17	9mins	7hrs 51mins
-FRI						OB
-SAT						OB
-SUN						OB
-MON						OB
-TUE						SL
-WED						SL
-THU						SL
-FRI						2023 INTRAMURAL GAMES
-SAT						2023 INTRAMURAL GAMES
-SUN						2023 INTRAMURAL GAMES
-MON	7:48	12:18	12:21	3:26		6hrs 26mins SUSPENDED 3:00 pm 11:59 pm
-TUE	7:55	12:06	12:17	5:11		8hrs
-WED	7:58	12:54	12:56	5:26		8hrs
-THU	7:58	12:16	12:20	5:02		8hrs
-FRI	8:07	12:14	12:21	5:23	7mins	7hrs 53mins
-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.

TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

 Department Head
 Department of Agronomy

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:

TEODOMERO C. RATILLA

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

DIONESIO M. BAÑOC

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: September 14,
2023

Name :	TEODOMERO C. RATILLA	
Designation :	School Farm	Signature
	Demonstrator	
Destination :	Tagbilaran City, Bohol	
Date of Travel :	September 15-17, 2023	
Purpose :	Attend team building activity of VSU Cooperative	

Total Expenses: _____
Source of Fund: (Official Business 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 JULET C. CENIZA BEATRIZ S. BELONIAS
VP Research, Ext'n & Innov VP for Academic Affairs

APPROVED: 
EDGARDO E. TULIN
University President


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Certified Correct: 

TEODOMERO C. RATILLA
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:



DIONESIO M. BAÑOC
Name of Office Head/Supervisor

Republic of the Philippines

Stamp of Date of Receipt



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
DA	Ratilla	Teodomero	Cabusao												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
09/21/2023	School Farm Demonstrator														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF:		6.b DETAILS OF LEAVE:													
<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: _____		<input type="checkbox"/> 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) : home 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 RATILLA, TEODOMERO C. (Signature of Applicant)													
6.c NUMBER OF WORKING DAYS APPLIED FOR 3 days Inclusive Dates 09/18/2023 - 09/20/2023		6.b RECOMMENDATION: 7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: PIONESIO M. BAÑOC Department of Agronomy													
7.a CERTIFICATION OF LEAVE CREDITS AS of: September 2023		7.d DISAPPROVED due to:													
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>302.397</td><td>290.125</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>302.397</td><td>287.125</td></tr></table> FLORANTE G. DIDAL Payroll and Leave Benefits Office			Vacation Leave	Sick Leave	Total Earned	302.397	290.125	Less this Application			Balance	302.397	287.125		
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Less this Application															
Balance	302.397	287.125													
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify):															
EDGARDO E. TULIN (Printed Name and Signature) University President															