#### DAILY TIME RECORD RATILLA, TEODOMERO C.

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

QE.			a			30-SAT
Off	1	1				
7hrs 53mins	7mins	5:23	12:21	12:14	8:07	29-FRÍ
8hrs		5:02	12:20	12:16	7:58	28-THU
8hrs		5:26	12:56	12:54	7:58	27-WED
8hrs		5:11	12:17	12:06	7:55	26-TUE
SUSPENDED 3:00 pm 11:59 pm		3:26	12:21	12:18	7:48	25-MON
OH			1			24-SUN
Off					ė.	23-SAT
2023 INTRAMURAL GAMES						22-FRI
2023 INTRAMURAL GAMES				-		21-THU
ST		A.				20-WED
SL						19-TUE
SL						18-MON
ОВ						17-SUN
ОВ						16-SAT
ОВ						15-FRI
7hrs 51mins	9mins	5:17	1:09	1:09	6:59	<b>14-</b> THU
8hrs		5:32	12:17	12:16	7:28	13-WED
8hrs		6:01	12:22	12:19	7:57	12-TUE
8hrs		5:08	12:12	12:11	7:55	11-MON
Off			6			10-SUN
Off						3-SAT
7hrs 58mins	2mins	5:38	12:30	12:24	-	
8hrs		5:24	12:19	12:00		
8hrs		5:25	12:11	12:09	7:57	
7hrs 57mins	3mins	5:57	12:05	12:01	8:03	
8hrs		5:38	12:12	12:10	7:43	
Off						-SUN
Off						-SAT
8hrs		5:11	12:21	45	7:59	-FRI
	1/0	TUO	N	TUO	Z	Day
Total	TAI		PM	I	AM	

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):

the employee has no symptoms of COVID 19	Medical Clearance from the VSU Infirmary that

- Invitation from the organizer of the Certification from the organizer that social activity/conference/meeting (if applicable) distancing and other health/hygiene protocols
- Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs against COVID 19 (if applicable) enroute to the destination
- Strong justification from the requesting party duly comply with health/hygiene protocols during the commitment of the requesting party to religiously endorsed by the immediate supervisor on the necessity and urgency of the trip and
- 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
- Clearance issued by the Nurse on duty 30 minutes Approved list of outputs between supervisor and his/her 14 days work from home scheme prior to travel should be submitted to the guard employee to be delivered/accomplished during
- campus on duty before allowing vehicle to go out of

**Certified Correct:** 

TEODOMÉRO C. RATILLA

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

NONESIO 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	C. RATILLA
Designation :	School Farm	Signature
	Demonstrator	-
Destination :	Tagbilaran City, Bohol	ty, Bohol
Date of Travel:	September 15-17, 2023	5-17, 2023
Purpose :	Attend team	Attend team building activity of VSU
	Cooperative	
Total Expenses:		
Source of Fund:	(Official Business only)	ness only)
Transportation:	[ ] University Vehicle	ehicle [ ] Public Conveyance
Noted/Verified:	1	
lm	mediate Superv	Immediate Supervisor/Office Head
RECOMMEND	RECOMMENDING APPROVAL:	ASIO
	College Dean	Dean
In-Cha	ge of Funds (if o	In-Charge of Funds (if other than Office Head)
N/A  MARIA JULIET C. CENIZA  VP Research, Ext'n & Innov	T C. CENIZA xt'n & Innov	BEATRIZ S. BELONIAS  VP for Academic Affairs
APPROVED:		

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

- Invitation from the organizer of the the employee has no symptoms of COVID 19 Medical Clearance from the VSU Infirmary that
- against COVID 19 (if applicable) distancing and other health/hygiene protocols Certification from the organizer that social activity/conference/meeting (if applicable)
- Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination

- comply with health/hygiene protocols during the commitment of the requesting party to religiously necessity and urgency of the trip and endorsed by the immediate supervisor on the Strong justification from the requesting party duly
- Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
- his/her 14 days work from home scheme Approved list of outputs between supervisor and employee to be delivered/accomplished during while he/she will be on work from home scheme
- prior to travel should be submitted to the guard Clearance issued by the Nurse on duty 30 minutes on duty before allowing vehicle to go out of

Certified Correct:

TEODOMÉRO C. RATILLA

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

IONESIO'M. BAÑOC

Name of Office Head/Supervisor

University President



Republic of the Philippines

Stamp of Date of Receipt



APPLICATION FOR LEAVE

6. DETAILS OF APPLICATION  6. DETAILS OF APPLICATION	09/21/2023 School Farm Demonstrator	3. DATE OF FILING and the second 4. POSITION 5. SALARY (Monthly)	DA Ratilla Teodomero Cabusao	1. OFFICE/DEPT./DIVISION Name (Last) (First) (Middle)	Request to the state of the sta	SITION School Farm De 6. DETAILS OF AP	1. OFFICE/DEPT./DIVISION  DA  3. DATE OF FILING  09/21/2023  6. TYPE OF I FAVE TO BE AVAILED
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7.d DISAPPROVED due to:  sid more besisded forth asbio indicator? yagnatud as yagnatud (CHROT) asbio sotrator? insusaris?\prevenuesi.d	7.d DISAI	day(s) without pay	7.c APPROVED FOR: day(s) with pay Others (Specify): day(
Department of Agronomy		Payroll and Leave Benefits Office	Payroll and Lea
DIONESIO M. BAÑOC	in the wemen	E G. DIDAL	FLORANTE
	287.125	302.397	Balance
For Disapproval due to:		o bead	Less this Application
For Approval	Sick Leave □ For A	Vacation Leave S. 302.397	Total Earned
7.b RECOMMENDATION: probago desa secondo do se o proba	7.b RECO	CREDITS	7.a CERTIFICATION OF LEAVE CREDITS AS of: September 2023
ICATION	7. DETAILS OF ACTION ON APPLICATION	7. DETAILS	oyes; verification this the place of residen
(Signature of Applicant)	and the second second	03/10/1020 - 03/20/101/60	CZ/07/01/60
DATE OF THE PARTY	bathoans of	000000000000000000000000000000000000000	
rested □ Not Requested	⊠ Requested	3 days Inclusive Dates	3 c Inclusi
LION	6.d COM	DAYS APPLIED FOR	6.c NUMBER OF WORKING DA
ther purpose:    Monetization of Leave Credits	Other purpose:   Monetizatie  Terminal L	borneg sviisnega es sungolagine adb	Others:
In case of Study leave:  ☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree ☐ Completion of PHD Degree	In case of	women 5, s. 2005)	□Special Leave Benefits for women □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation
In case of Special Leave Benefits for Women: (Specify Illness)	i i	Omnibus Rules Implementing	□Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □Sabbatical ■Sick □Special Financian (Calamity)
In case of Sick leave: □ In Hospital (Pls. Specify): 図 Out Patient (Pls. Specify): home		Sound aveal latosq2 .i.i.	☐Monetization ☐Parental (Solo Parent) ☐Paternity
In case of vacation/Special Privilege leave:  ☐ Within the Philippines: ☐ Abroad (Pls. Specify):		able to father/altern	□Adoption □Mandatory/Force □Maternity - 7 days Transferable to father/alternate caregiver □Maternity - additional 15 days for single mother
6.b DETAILS OF LEAVE:	6.b DETA	AVAILED OF:	6.a TYPE OF LEAVE TO BE AVA
JN ilsoupa apod बन्धे इंपडां belithedes ett १०३० में १८७१	DETAILS OF APPLICATION	6. DET	bžorcog pA cerskilir rebokra ensy sa pje bor
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5. SALARY (Monthly)		4. POSITION	3. DATE OF FILING and deal age - "s
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and because of som (Middle) to see bein on this st	(FIrst)	Name (Last)	1. OFFICE/DEPT./DIVISION