

**DAILY TIME RECORD**  
**MARAÑAN, CLEMENTE N. JR.**  
 (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	6:37	11:58	12:04	5:44		8hrs
2-FRI	6:30	12:29	12:31	6:22		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:35	11:56	12:07	5:27		8hrs
6-TUE	6:19	11:58	12:08	5:24		8hrs
7-WED	6:28	12:01	12:09	5:25		8hrs
8-THU	6:21	12:01	12:13	5:22		8hrs
9-FRI						SL
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	6:24	11:58	12:09	5:25		8hrs
14-WED	5:57	11:57	12:08	5:18		8hrs
15-THU	6:49	12:02	12:08	5:37		8hrs
16-FRI	6:43	11:36	12:02	5:38		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:35	11:40	12:01	5:25		8hrs
20-TUE	6:15	12:01	12:02	5:25		8hrs
21-WED	6:26	11:59	12:06	5:27		8hrs
22-THU	6:45	12:02	12:04	5:24		8hrs
23-FRI	6:51	12:27	12:29	5:59		8hrs
24-SAT						Off
25-SUN						Off
26-MON	6:23	11:43	12:00	5:16		8hrs
27-TUE	6:44	12:00	12:05	6:12		8hrs
28-WED						Holiday
29-THU	6:20	11:46	12:05	5:29		8hrs
30-FRI	6:17	12:03	12:05	5:32		8hrs

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.

  
**CLEMENTE N. MARAÑAN JR.**

VERIFIED as to prescribed office hours

  
**DIONESIO M. BAÑOC**

Department Head  
 Department of Agronomy



Republic of the Philippines

**VISAYAS STATE UNIVERSITY**

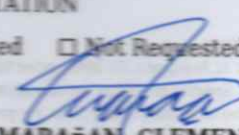
Visca, Baybay City, Leyte

**APPLICATION FOR LEAVE**


1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DA	Marañan	Clemente	Nagre
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
07/18/2023	Administrative Aide I		

**6. DETAILS OF APPLICATION**

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption</p> <p><input type="checkbox"/> Mandatory/Force</p> <p><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver</p> <p><input type="checkbox"/> Maternity - additional 15 days for single mother</p> <p><input type="checkbox"/> Monetization</p> <p><input type="checkbox"/> Parental (Solo Parent)</p> <p><input type="checkbox"/> Paternity</p> <p><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sabbatical</p> <p><input checked="" type="checkbox"/> Sick</p> <p><input type="checkbox"/> Special Emergency (Calamity)</p> <p><input type="checkbox"/> Special Leave Benefits for women</p> <p><input type="checkbox"/> Special Privilege</p> <p><input type="checkbox"/> Study</p> <p><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input type="checkbox"/> Within the Philippines :</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input checked="" type="checkbox"/> Out Patient (Pls. Specify) : fever</p> <p>In case of Special Leave Benefits for Women: (Specify illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
---	---

<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p>1 day</p> <p>Inclusive Dates</p> <p>06/09/2023 - 06/09/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p></p> <p><b>MARAÑAN, CLEMENTE N. JR.</b></p> <p>(Signature of Applicant)</p>
--	---

**7. DETAILS OF ACTION ON APPLICATION**

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: July 2023</p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>11.391</td> <td>38.125</td> </tr> <tr> <td>Less this Application</td> <td></td> <td>1</td> </tr> <tr> <td>Balance</td> <td>11.391</td> <td>37.125</td> </tr> </tbody> </table> <p><b>FLORANTE G. DIDAL</b></p> <p>Payroll and Leave Benefits Office</p>		Vacation Leave	Sick Leave	Total Earned	11.391	38.125	Less this Application		1	Balance	11.391	37.125	<p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p></p> <p><b>DIONESIO M. BAÑOC</b></p> <p>Department of Agronomy</p>
	Vacation Leave	Sick Leave											
Total Earned	11.391	38.125											
Less this Application		1											
Balance	11.391	37.125											
<p>7.c APPROVED FOR:</p> <p>1 day(s) with pay _____ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

**DANIEL LESLIE S. TAN**

(Printed Name and Signature)  
University President