

DAILY TIME RECORD

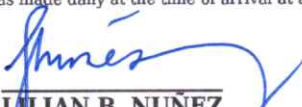
NUÑEZ, LILIAN B.
(NAME)

For the month of
June 1 - 30, 2024

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:39	12:38	12:41	5:56		8hrs
4-TUE	7:45	12:40	12:56	5:08		8hrs
5-WED						OB
6-THU						OB
7-FRI						SL
8-SAT						Off
9-SUN						Off
10-MON	7:42	12:00	12:55	5:56		8hrs
11-TUE	7:49	12:08	12:33	6:00		8hrs
12-WED						Holiday
13-THU	7:45	12:03	12:28	6:16		8hrs
14-FRI	7:35	12:29	12:38	5:50		8hrs
15-SAT						Off
16-SUN						Off
17-MON						Holiday
18-TUE	7:23	12:25	12:30	6:23		8hrs
19-WED	7:54	12:00	1:00	5:48		8hrs
20-THU	7:43	12:01	1:00	6:03		8hrs
21-FRI	7:45	12:32	12:37	6:33		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:47	12:18	12:32	5:56		8hrs
25-TUE	8:43	12:26	12:57	5:33	43mins	7hrs 17mins
26-WED	7:42	12:02	12:49	5:56		8hrs
27-THU	7:50	12:09	12:42	5:44		8hrs
28-FRI	7:56	12:31	12:33	10:56		8hrs
29-SAT						Off
30-SUN						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.


LILIAN B. NUÑEZ

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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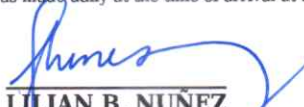
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VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 21, 2024

Date


Name LILIAN B. NUNEZ 
 Designation Project Staff Signature
 Destination Brgy. Sudlon I, II, Tap-tap, Cebu City
 Date of Travel: June 2 - 8, 2024
 Purpose : To attend and conduct a project midterm review

Total Expenses: _____
 Source of Funds 377-ACIAR-CSIRO-PROJECT
 Transportation: [] University Vehicle
 [X] Private Vehicle
 [] Public Conveyance

Noted/Verified:

Immediate Supervisor

RECOMMENDING APPROVAL:


LILIAN B. NUÑEZ
 OIC - College Dean


ANTONIO P. ABAMO

In-charge of funds (If other than the Dept/Office Head)

SANTIAGO T. PEÑA JR.
 VP for REI


ROTASCIO S. GRAVOSO
 VP for AA

APPROVED:


PROSE IVY G. YEPES
 President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

- ☐ Medical Clearance from the VSU Infirmary that the employee have 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 will be observed for the duration of the activity (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:


LILIAN B. NUNEZ
 Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



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)
ISRDS	Nuñez	Lilian	Bandola
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
06/12/2024	Associate Professor V		

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 Privileges <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>Lab tests at Hi-Precision, Cebu</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
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6.c NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> Inclusive Dates 06/07/2024 - 06/07/2024	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested NUÑEZ, LILIAN B. (Signature of Applicant)
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7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>June 2024</u> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> FLORANTE G. DIDAL Payroll and Leave Benefits Office		Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: LILIAN B. NUÑEZ Institute for Strategic Research & Development Studies
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application													
Balance													
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

PROSE IVY G. YENES

(Printed Name and Signature)
 University President