


**DAILY TIME RECORD****DELIMA, GINA A.**

(NAME)

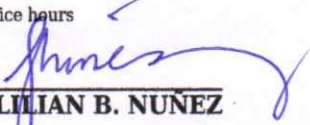
For the month of  
**October 1 - 31, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						OB
4-TUE						OB
5-WED						OB
6-THU						OB
7-FRI						OB
8-SAT						Off
9-SUN						Off
10-MON						OB
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON						SL
18-TUE	7:17	12:26	12:30	5:28		8hrs
19-WED	7:51	12:07	12:10	5:18		8hrs
20-THU						Holiday
21-FRI	7:09	12:40	12:45	5:51		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:05	12:06	5:13		8hrs
25-TUE	7:53	12:23	12:24	5:47		8hrs
26-WED	7:39	12:10	12:14	5:19		8hrs
27-THU	8:37	12:05	12:06	5:50		8hrs
28-FRI	8:23	12:07	1:00	5:00	16mins	7hrs 44mins SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

  
**GINA A. DELIMA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies

Date Generated: Nov/07/2022 10:16:11

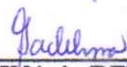
**DAILY TIME RECORD****DELIMA, GINA A.**

(NAME)

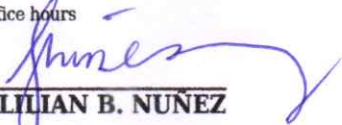
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7-FRI						OB
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10-MON						OB
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**GINA A. DELIMA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies

1 of 1





TRAVEL REQUEST / ORDER

09/08/2022  
Date

Name : GINA DELIMA  
Designation : Instructor  
Destination : Belgium

Signature

Date of Travel : October 1-14, 2022  
Purpose : To participate in the study visit and project inception meeting at KU Leuven, MOA Signing with University of Hasselt, and partnership meeting with Vrije Universiteit Brussel in Belgium

Total Expenses: none  
Source of Funds : VSU-IP-2021-8d  
Transportation: [X] University Vehicle  
[X] Public Conveyance

Noted/Verified:

LIJIAN B. NUÑEZ  
Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERINO  
College Dean

ANABELLA B. TULIN  
In-charge of funds ( If other than the  
Dept/Office Head)

MARIA JULIET Q. GENIZA  
VP for Res, Extn. & Innovation

APPROVED:

EDGARDO E. TULIN  
President

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

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:

GINA A. DELIMA  
Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

**PAID**  
**[ 20 SEP 2022 ]**



September 28, 2022

**Hon. Enrique A. Manalo**  
Secretary  
Department of Foreign Affairs  
2330 Roxas Blvd., Pasay City

Attention: Passport Division  
Consular Affairs Office  
2330 Roxas Blvd., Pasay City

Authority to travel abroad on ( / ) Official Business/( ) Private Business is hereby granted to:

Name : **Ms. Gina Delima**  
Designation : Instructor II  
Country(ies) : Belgium  
Purpose(s) : To attend a short study visit at KU Leuven, University of Ghent and  
MOU signing at University of Hasselts in Brussels, Belgium  
Funding : Internationalization Program Funds  
Remarks :  
With Approved Leave Application:       
With Approved Travel Order:       
With no pending administrative/criminal case filed against him/her.

Entitlements :

Category	Source (Check)		
	Gov't.	Sponsor	Other
1. International Airfare	<u>    </u>	<u>    </u>	<u>    </u>
2. Clothing Allowance	<u>    </u>	<u>    </u>	<u>    </u>
3. Pre-travel allowance	<u>    </u>	<u>    </u>	<u>    </u>
4. Salary and Allowances while abroad	<u>    </u>	<u>    </u>	<u>    </u>
5. Accommodation/Inland Travel	<u>    </u>	<u>    </u>	<u>    </u>
6. Food	<u>    </u>	<u>    </u>	<u>    </u>
7. Medical Care	<u>    </u>	<u>    </u>	<u>    </u>
8. Local Travel	<u>    </u>	<u>    </u>	<u>    </u>
9. Travel Tax	<u>    </u>	<u>    </u>	<u>    </u>
<u>    </u> Exempt per E.O. 283 (lh)			
<u>    </u> Not exempt			

**EDGARDO E. TULIN**  
President 9/29/22





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)
<b>ISRDS</b>	<b>Delima</b>	<b>Gina</b>	<b>Abreo</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>10/18/2022</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

**6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)  
☐ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☒ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☒ Out Patient (Pls. Specify) : Rest due to jetlag

In case of Special Leave Benefits for Women:  
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.c NUMBER OF WORKING DAYS APPLIED FOR**

1 day  
Inclusive Dates  
10/17/2022 - 10/17/2022

**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

DELIMA, GINA A.

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

**7.a CERTIFICATION OF LEAVE CREDITS**

AS of: October 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

**7.c APPROVED FOR:**

\_\_\_\_ day(s) with pay \_\_\_\_ day(s) without pay  
Others (Specify):

**7.d DISAPPROVED due to:**

EDGARDO E. TULIN

(Printed Name and Signature)  
University President