

Civil Service Form 48

DAILY TIME RECORD**ASIO, LUZ G.**

(NAME)

For the month of

May 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:20	12:02	12:06	5:50		8hrs
3-WED	7:24	12:06	12:13	5:22		8hrs
4-THU	7:38	12:09	12:10	5:09		8hrs
5-FRI	7:28	12:04	12:06	5:13		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:26	12:36	12:37	5:09		8hrs
9-TUE	7:05	12:17	12:24	5:15		8hrs
10-WED	7:49	12:14	12:16	5:21		8hrs
11-THU	7:38	12:10	12:13	5:14		8hrs
12-FRI	7:55	12:07	12:08	5:11		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:58	12:03	12:12	5:38		8hrs
16-TUE	6:53	12:00	12:07	5:09		8hrs
17-WED	7:53	12:01	12:12	5:02		8hrs
18-THU	7:22	12:03	12:06	5:03		8hrs
19-FRI	7:36	12:01	12:04	5:04		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:05	12:07	5:08		8hrs
23-TUE	7:34	12:08	12:10	5:44		8hrs
24-WED	7:40	12:08	12:11	5:20		8hrs
25-THU						SL
26-FRI	7:30	12:25	12:27	5:31		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:35	12:05	12:07	6:06		8hrs
30-TUE	7:38	12:04	12:11	5:07		8hrs
31-WED	7:23	12:08	12:14	5:08		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.


LUZ G. ASIO

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

 Department Head
 Department of Agronomy

Date Generated: Jun/07/2023 09:17:09

Philippines

UNIVERSITY

Leyte

Stamp of Date of Receipt

LEAVE

(First)	(Middle)
Luz	Geneston
	5. SALARY (Monthly)
essor II	

LOCATION**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) : Home

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.d COMMUTATION

- ☒ Requested ☐ Not Requested


ASIO, LUZ G.

(Signature of Applicant)

APPLICATION**7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:


RUTH O. ESCASINAS

Department of Agronomy

7.d DISAPPROVED due to:

ULIN

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 ent



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)
DA	Asio	Luz	Geneston
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
05/29/2023	Assistant Professor II		

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 Privilege <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>Home</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
6.c NUMBER OF WORKING DAYS APPLIED FOR <div style="text-align: center;"> <u>1 day</u> Inclusive Dates 05/25/2023 - 05/25/2023 </div>	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> ASIO LUZ G. _____ (Signature of Applicant) </div>

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>May 2023</u> <table border="1" style="width: 100%;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>51.397</td> <td>49.25</td> </tr> <tr> <td>Less this Application</td> <td></td> <td>1</td> </tr> <tr> <td>Balance</td> <td>51.397</td> <td>48.25</td> </tr> </table> <div style="text-align: center;"> HONEY SOFIA V. COLIS Human Resource Management Office </div>		Vacation Leave	Sick Leave	Total Earned	51.397	49.25	Less this Application		1	Balance	51.397	48.25	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center;"> RUTH O. ESCASINAS Department of Agronomy </div>
	Vacation Leave	Sick Leave											
Total Earned	51.397	49.25											
Less this Application		1											
Balance	51.397	48.25											
7.c APPROVED FOR: <u>1</u> day(s) with pay ___ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

EDGARDO E. TULIN

 (Printed Name and Signature)
 University President