

Civil Service Form 48

DAILY TIME RECORD**ASIO, LUZ G.**
(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	7:42	12:05	12:06	5:30		8hrs
2-FRI	7:51	12:09	12:10	5:52		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:36	12:07	12:10	5:12		8hrs
6-TUE	7:44	12:05	12:08	5:04		8hrs
7-WED	7:18	12:10	12:12	5:14		8hrs
8-THU	7:36	12:12	12:13	5:00		8hrs
9-FRI	7:40	12:19	12:21	5:55		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	7:47	12:13	12:14	5:36		8hrs
14-WED	7:24	12:23	12:24	5:08		8hrs
15-THU	7:33	12:07	12:08	5:15		8hrs
16-FRI	7:49	12:17	12:18	5:24		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:35	12:09	12:10	5:07		8hrs
20-TUE	7:55	12:04	12:11	5:10		8hrs
21-WED	7:51	12:02	12:05	5:14		8hrs
22-THU						CDO
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						SL
27-TUE						SL
28-WED						Holiday
29-THU	7:48	12:00	12:06	5:39		8hrs
30-FRI	7:35	12:11	12:13	5:06		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


DIONESIO M. BAÑOCDepartment Head
Department of Agronomy

ate Generated: Jul/13/2023 02:31:24

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

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

APPLICATION**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) :

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)

ON APPLICATION**7.b RECOMMENDATION:**

- ☒ For Approval
☐ For Disapproval due to:


DIONESIO M. BAÑOC

Department of Agronomy

7.d DISAPPROVED due to:**TULIN**Signature)
sident



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)
06/15/2023	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 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: <u>CDO</u>	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 type="checkbox"/> Out Patient (Pls. Specify) : 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 <u>2 days</u> Inclusive Dates <u>06/22/2023 - 06/23/2023</u>	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;">ASIO, LUZ G. (Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>June 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>52.647</td> <td>49.5</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>52.647</td> <td>49.500</td> </tr> </table> <p style="text-align: center;">No data</p>		Vacation Leave	Sick Leave	Total Earned	52.647	49.5	Less this Application			Balance	52.647	49.500	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <p style="text-align: center;"> DIONESIO M. BAÑOC Department of Agronomy</p>
	Vacation Leave	Sick Leave											
Total Earned	52.647	49.5											
Less this Application													
Balance	52.647	49.500											
7.c APPROVED FOR: <u>2</u> day(s) with pay <u> </u> day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

EDGARDO E. TULIN(Printed Name and Signature)
University President