ANNEX A

Civil Service Form 48

## DAILY TIME RECORD ALCOBER, ED ALLAN L.

For the month of July 1 - 31, 2023
Official hours for arrival and departure 8:00AM - 5:00PM

Dav	A	AM	PM	×	TAI	Total
Day	IN	OUT	N	OUT	1/0	10001
1-SAT						Off
2-SUN						Off
3-MON	8:10	12:18	12:19	5:08	10mins	7hrs 50mins
4-TUE	7:50	12:19	12:41	5:09		8hrs
5-WED	7:54	12:00	12:47	5:15		8hrs
6-THU	7:59	12:05	12:57	5:06		8hrs
7-FRI	7:55	12:00	12:55	5:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:06	12:04	12:13	5:03	suims	7hrs 54mins
11-TUE	7:57	12:02	12:48	5:15		8hrs
12-WED	8:03	12:05	1:02	5:15	5mins	7hrs 55mins
<b>13-</b> THU	8:04	12:01	1:00	5:20	4mins	7hrs 56mins
14-FRI	7:53	12:04	12:13	5:20		8hrs
15-SAT						Off
16-SUN						Off
17-MON						SPL
18-TUE	7:48	12:11	12:51	5:13		8hrs
19-WED	8:06	12:04	1:02	5:44	8mins	7hrs 52mins
<b>20-</b> THU	8:02	12:07	1:00	5:49	2mins	7hrs 58mins
21-FRI	7:10	12:05	12:58	5:47		8hrs
22-SAT	7					Off
23-SUN						Off
24-MON						ОВ
25-TUE						ОВ
26-WED	7:54	12:05	12:48	5:16		8hrs
27-тни	8:11	12:12	12:53	5:05	11mins	7hrs 49mins
28-FRI	8:12	12:05	12:32	5:08	12mins	7hrs 48mins
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:48	12:49	5:19		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 darly at the time of arrival at and departure from office.

ED ALLAN ALCOBER

VERIFIED as to prescribed office hours

DIONESIOM. BAÑOC

Department Head Department of Agronomy

hilippines

CUNIVERSITY

Stamp of Date of Receipt

FOR LEAVE

5. SALARY (Monthly)	9 155
	5. SALARY (Monthly

DETAILS OF LEAVE:

Abroad (Pls. Specify): ise of vacation/Special Privilege leave:
Within the Philippines: LEYTEETYEL LEYTETYEELL

ase of Sick leave:

In Hospital (Pls. Specify):
Out Patient (Pls. Specify):

ase of Special Leave Benefits for Women: scify Illness)

ase of Study leave:

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

ier purpose:

Terminal Leave Monetization of Leave Credits

COMMUTATION

Requested □ Not Reguested

ALCOBER, ED ALLAN L.

(Signature of Applicant)

RECOMMENDATION: ON ON APPLICATION

For Approval

For Disapproval due to:

Thionesiam. Bañoc

Department of Agronomy

DISAPPROVED due to:

E. TULIN

md Signature) President



Republic of the Philippines

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

TY

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DA	Alcober	Ed Allan	Llano
3. DATE OF FILING	4. POSITION AND BY		5. SALARY (Monthly)
07/16/2023	Associate l	Associate Professor IV	pagal bgrankayanlaganlak k
	6. DETAILS	6. DETAILS OF APPLICATION	Beliefatin and and arms beliefat and second in
6.a TYPE OF LEAVE TO BE AVAILED OF:		6.b DETAILS OF LEAVE:	VE: 100 to 1022 to compt to the first of the compt.
□Adoption □Mandatory/Force □Maternity - 7 days Transferable to father/alternate	rable to father/alternate	In case of vacation/Special Privilege leave:	n case of vacation/Special Privilege leave:  ⊠ Within the Philippines : LEYTEETYEL LEYTETYEELL  □ Abroad (Pls. Specify) :
caregiver  ☐Maternity - additional 15 days for single mother	lays for single mother	In case of Sick leave:	s in sparse with the something man amount of the state of
<ul><li>☐Monetization</li><li>☐Parental (Solo Parent)</li><li>☐Paternity</li></ul>	solutions castumped s	☐ In Hospital (Pls. Specify) : ☐ Out Patient (Pls. Specify) :	Specify) :
Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	T, Omnibus Rules Implementing E.O. No		In case of Special Leave Benefits for Women:
□Sabbatical □Sick		(Specify limess)	
□Special Emergency (Calamity) □Special Leave Benefits for women ⊠Special Leave Privilege	nity) women	In case of Study leave:  □ BAR/Board Examination Review  □ Completion of Master's Degree	e: ination Review ster's Degree
□Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)	15, s. 2005)	☐ Completion of PHD Degree	D Degree
Others:	A Company of the control of the cont	Other purpose:  ☐ Monetization of Leave Credits ☐ Terminal Leave	eave Credits
6.c NUMBER OF WORKING DAYS APPLIED FOR	AYS APPLIED FOR	6.d COMMUTATION	
1 day Inclusive Dates	y Dates	⊠ Requested □	□ Not Regrested
07/17/2023 - 07/17/2023	)7/17/2023	A CONTRACTOR	ALCOBER, ED ALLAN L.
BENDER PARTY AND A TOTAL OF THE PARTY AND A TO	m i bo ii Jalig ki ii dalibidav Sana kasalka adi		(Signature of Applicant)
cated between property sauther	7. DETAILS OF A	7. DETAILS OF ACTION ON APPLICATION	TION
7.a CERTIFICATION OF LEAVI AS of: July 2023	LEAVE CREDITS	7.b RECOMMENDATION:	TON:
Vac	Vacation Leave Sick Leave	⊠ For Approval	ar are morninger i formed at the Secretary and are an in the Secretary and the Secre
Total Earned	110.908 178.784	For Disconnected	due to the servicence will be substance to
Less this Application		□ ror bisabbrovar due to:	que to:
Balance	110.908 178.784		The second property of the second property of
FLORANTE G. DIDAL  Payroll and Leave Benefits Office	G. DIDAL  Benefits Office		Department of Agronomy
7.c APPROVED FOR:  1 day(s) with pay day	day(s) without pay	7.d DISAPPROVED due to	ue to:
Others (Specify):			The second of th
	FrEDGA	T' EDGARDO E. TULIN	The state of the s
	(Printed Univ	(Printed Name and Signature) University President	