


**DAILY TIME RECORD**  
**ABAPO, JANE M.**  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:08	12:17	12:52	7:05	8mins	7hrs 52mins
2-THU	6:52	12:37	12:54	7:01		8hrs
3-FRI	6:58	9:30			5hrs 30mins	2hrs 30mins
4-SAT						Off
5-SUN						Off
6-MON	6:59	12:33	12:36	7:30		8hrs
7-TUE	7:02	12:17	12:18	6:55	2mins	7hrs 58mins
8-WED	6:53	12:39	12:59	6:38		8hrs
9-THU	6:49	12:27	12:29	6:53		8hrs
10-FRI	7:00	12:29	12:37	6:36		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:40	12:45	6:17		8hrs
14-TUE	7:09	12:35	12:41	6:46	9mins	7hrs 51mins
15-WED	7:00	12:42	12:44	5:16		8hrs
16-THU	6:45	12:53	1:03	7:11	3mins	7hrs 57mins
17-FRI	7:02	12:10	12:40	5:26	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON	7:00	12:07	12:41	6:40		8hrs
21-TUE	7:11	12:11	12:57	7:12	11mins	7hrs 49mins
22-WED	7:16	12:20	1:01	7:55	17mins	7hrs 43mins
23-THU	6:59	12:06	12:23	6:36		8hrs
24-FRI	7:04	12:05	12:31	6:02	4mins	7hrs 56mins
25-SAT						Off
26-SUN						Off
27-MON	7:07	12:21	12:27	7:06	7mins	7hrs 53mins
28-TUE	7:01	12:36	12:49	7:04	1min	7hrs 59mins
29-WED	7:09	12:18	12:51	5:34	9mins	7hrs 51mins
30-THU	7:14	12:29	12:54	6:26	14mins	7hrs 46mins
31-FRI	7:02	12:08	12:38	5:25	2mins	7hrs 58mins

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.

  
**JANE M. ABAPO**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
Department Head  
Department of Pure and Applied Chemistry



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>DOPAC</b>	<b>Abapo</b>	<b>Jane</b>	<b>Maderazo</b>												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
<b>03/02/2023</b>	<b>Laboratory Technician II</b>														
<b>6. DETAILS OF APPLICATION</b>															
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 checked="" type="checkbox"/> Vacation  Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Baybay City, Leyte</u> <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  <p style="text-align: center;">1 day Inclusive Dates  03/03/2023 - 03/03/2023</p>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <p style="text-align: center;"><i>Abapo</i> <b>ABAPO, JANE M.</b> (Signature of Applicant)</p>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>March 2023</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>17.053</td> <td>109.125</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>16.053</td> <td>109.125</td> </tr> </tbody> </table> <p style="text-align: center;"><b>HONEY SOFIA V. COLIS</b> Office of the Director for Human Resource Management</p>			Vacation Leave	Sick Leave	Total Earned	17.053	109.125	Less this Application			Balance	16.053	109.125	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <p style="text-align: center;"><i>Elizabeth S. Quevedo</i> <b>ELIZABETH S. QUEVEDO</b> Department of Pure and Applied Chemistry</p>	
	Vacation Leave	Sick Leave													
Total Earned	17.053	109.125													
Less this Application															
Balance	16.053	109.125													
7.c APPROVED FOR: ____ day(s) with pay    ____ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<p><i>Edgardo E. Tulin</i> <b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President</p>															