

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of
November 1 - 30, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SL
3-THU	8:32	12:06	12:07	5:08	32mins	7hrs 28mins
4-FRI	8:29	12:20	12:21	5:04	29mins	7hrs 31mins
5-SAT						Off
6-SUN						Off
7-MON	8:03	12:16	12:18	5:14	3mins	7hrs 57mins
8-TUE						SPL
9-WED						SPL
10-THU	8:59	12:04	12:34	5:07	59mins	7hrs 1min
11-FRI	8:10	12:02	12:04	5:11	10mins	7hrs 50mins
12-SAT						Off
13-SUN						Off
14-MON	8:26	12:06	12:13	5:05	26mins	7hrs 34mins
15-TUE	8:04	12:05	12:07	5:08	4mins	7hrs 56mins
16-WED	8:43	12:00	12:30	5:16	43mins	7hrs 17mins
17-THU	8:40	12:05	12:47	5:09	40mins	7hrs 20mins
18-FRI	8:38	12:16	1:00	7:00	38mins	7hrs 22mins SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	8:29	12:08	12:11	5:12	29mins	7hrs 31mins
22-TUE	8:44	12:02	12:06	5:04	44mins	7hrs 16mins
23-WED	8:27	12:18	12:38	5:11	27mins	7hrs 33mins
24-THU						VL
25-FRI	8:32	12:07	12:10	5:14	32mins	7hrs 28mins
26-SAT						Off
27-SUN						Off
28-MON	8:02	12:13	12:28	7:34	2mins	7hrs 58mins
29-TUE	8:13	12:19	12:24	5:21	13mins	7hrs 47mins
30-WED						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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
 Institute for Strategic Research & Development Studies

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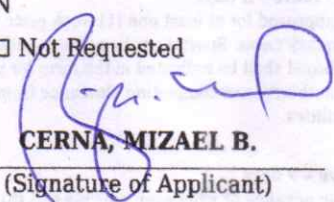
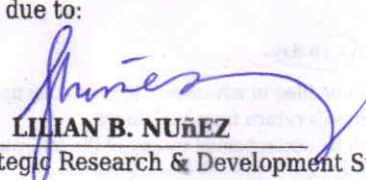
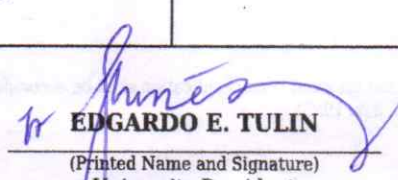
Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
ISRDS	Cerna	Mizael	Bedayo												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
11/07/2022	Administrative Aide III														
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 <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 checked="" 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 checked="" type="checkbox"/> Within the Philippines : <u>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 <u>2 days</u> Inclusive Dates 11/08/2022 - 11/09/2022		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  CERNA, MIZAEAL B. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>November 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>37.88</td><td>55.834</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>37.880</td><td>55.834</td></tr></tbody></table> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			Vacation Leave	Sick Leave	Total Earned	37.88	55.834	Less this Application			Balance	37.880	55.834	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  LILIAN B. NUNEZ Institute for Strategic Research & Development Studies	
	Vacation Leave	Sick Leave													
Total Earned	37.88	55.834													
Less this Application															
Balance	37.880	55.834													
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															



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)
ISRDS	Cerna	Mizael	Bedayo
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
11/22/2022	Administrative Aide III		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
☐ 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 : Leyte
☐ 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.c NUMBER OF WORKING DAYS APPLIED FOR

1 day

Inclusive Dates

11/24/2022 - 11/24/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

CERNA MIZAE B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: November 2022

	Vacation Leave	Sick Leave
Total Earned	38.505	55.459
Less this Application		
Balance	37.505	55.459

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