ivil Service Form 48

### DAILY TIME RECORD CERNA, MIZAEL B.

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

-	AM		PM		Tr/II	Total
Day	IN	OUT	IN	OUT	T/U	10(4)
1-TUE						Holiday
2-WED						SL
3-тни	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		1400				SPL
<b>10-</b> 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	- (14	M-Call				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
						7hrs 22mins
18-FRI	8:38	12:16	1:00	7:00	38mins	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
<b>22-</b> 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
<b>24-</b> 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
<b>29-</b> 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.

CERNA

VERIFIED as to prescribed office hours

Department Head Institute for Strategic Research & Development Studies Civil Service Form 48

### DAILY TIME RECORD CERNA, MIZAEL B.

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

	AM		PM		OD AT	T-4-1
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2-WED						SL
3-тни	8:32	12:06	12:07	5:08	32mins	7hrs 28mins
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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.

MIZAEL B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head Institute for Strategic Research & Development Studies



## Republic of the Philippines

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

### APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISIO	Name (	Last)	(First)	(Middle)	
ISRDS	Cerr	na	Mizael	Bedayo	
3. DATE OF FILING	4. POSI	TION		5. SALARY (Monthly)	
11/07/2022	Light digit of the stud	Administrat	tive Aide III	evial terror trail burst	
A MARK MERSTERN PROPERTY.	-fut vo bedaingui Saulio	6. DETAILS	OF APPLICATION	of the personal control of the following and the control of the	
6.a TYPE OF LEAVE TO B	E AVAILED OF:	sachill e	6.b DETAILS OF L	EAVE:	
□ Adoption □ Mandatory/Force □ Maternity □ Maternity - 7 days Tr caregiver □ Maternity - additiona □ Monetization □ Parental (Solo Parent □ Paternity □ Rehabilitation (Sec. 55, 292) □ Sabbatical □ Sick □ Special Emergency (€ □ Special Leave Benefit ⋈ Special Leave Privile □ Study □ VAWC (RA No. 9262 / CSC No. 9262 / CS	al 15 days for single t)  Rule XVI, Omnibus Rules In  Calamity)  ts for women  ge	e mother	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 PHD Degree  Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave		
	IG DAYS APPLIED  2 days usive Dates  022 - 11/09/2022	FOR  SERVICE  SERVICE	6.d COMMUTATION  ☑ Requested ☐ Not Requested  CERNA, MIZAEL B.  (Signature of Applicant)		
PROCESSES HE SPACE AN ADDRESS SAN	7. DE	TAILS OF AC	TION ON APPLICA	ATION	
7.a CERTIFICATION OF L AS of: November 2022	atthers even to our	inalisaski El Mindiola	7.b RECOMMENDATION:		
The latest with the same place of	Vacation Leave	Sick Leave	□ For Approval	services and entering out to what is true.	
Total Earned Less this Application	37.88	55.834	☐ For Disapprov	val due to:	
Balance	37.880	55.834	O		
	IA C. BIBERA	inginado es	LILIAN B. NUÑEZ Institute for Strategic Research & Development Studies		
7.c APPROVED FOR:day(s) with pay Others (Specify):	_ day(s) without pa	у	7.d DISAPPROVED	due to:	
terefit a more program, meson	rind - usualing public	(Printed Na	DO E. TULIN me and Signature) sity President	John to make the life to be the second by th	



Republic of the Philippines

# VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

### APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISIO	Name (	Last)	(First)	(Middle)	
ISRDS	Cerr	ia salasa	Mizael	Bedayo	
3. DATE OF FILING				5. SALARY (Monthly)	
11/22/2022	ardiles some as that a rock	Administrat	tive Aide III	West become remain.	
200 mp all us him along these	equest supported by sele	6. DETAILS	OF APPLICATION	ชี แรกกุโดยสุดภา จะที่ คอส จาลกะกิลโลกิลสำรัฐ แล้ว คอง (2) ((2))	
6.a TYPE OF LEAVE TO BE Adoption  Adoption  Mandatory/Force  Maternity  Maternity - 7 days Treargiver  Maternity - additiona  Monetization  Parental (Solo Parent  Paternity  Rehabilitation (Sec. 55, 292)  Sabbatical  Sick  Special Emergency (Conserved Benedical Leave Benedical	ransferable to father  1 15 days for single  t)  Rule XVI, Omnibus Rules In  Calamity)	e mother	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		
□VAWC (RA No. 9262 / CSC N  ■Vacation  Others:  6.c NUMBER OF WORKIN  Incl	ge MC No. 15, s. 2005)	outs I a	□ 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  CERNA MIZAEL B.  (Signature of Applicant)		
philes at all pure to about 15th	7. DE	TAILS OF AC	TION ON APPLICA	TION	
7.a CERTIFICATION OF L AS of: November 2022	on of leave predita- for prosessation of filter	Marianet Art	7.b RECOMMENDATION:		
and with the second of the second	Vacation Leave	Sick Leave	□ For Approval	to the terminal of the property of the control of t	
Total Earned  Less this Application	38.505	55.459	☐ For Disapprov	val due to:	
Balance	37.505	55.459	My Sepale C. L. Seco		
	NA C. BIBERA	i amirgoli A. 21	LILIAN B. NUÑEZ  Institute for Strategic Research & Development Studies		
7.c APPROVED FOR: day(s) with pay Others (Specify):	_ day(s) without pa	y	7.d DISAPPROVED due to:		
Sales Albin Son (Luxpers, contra	opti pari tekta i jel hac	(Printed Na	DO E. TULIN ume and Signature) sity President	And the second s	