

DAILY TIME RECORD

Name: BAYLOSIS, JESSIE
For the Month of: JAN 1-31, 2022
Official hours of arrival (Reg. days)
and departure (Saturdays)

DAY	MORNING		AFTERNOON		UNDERTIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	HOLIDAY					
2	SUNDAY					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	SATURDAY					
9	SUNDAY					
10	LEAVE					
11	LEAVE					
12	LEAVE					
13	LEAVE					
14	LEAVE					
15	SATURDAY					
16	SUNDAY					
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	LEAVE					
21	LEAVE					
22	SATURDAY					
23	SUNDAY					
24	LEAVE					
25	LEAVE					
26	LEAVE					
27	LEAVE					
28	LEAVE					
29	SATURDAY					
30	SUNDAY					
31	LEAVE					
TOTAL						

I hereby certify on my honor that the above is a true and correct report of the hours of work performed record of which has made daily time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ATTY. MERA GRACE A. MEJOS
Clerk of Court VI

DAILY TIME RECORD

Name: BAYLOSIS, JESSIE
For the Month of: JAN 1-31, 2022
Official hours of arrival (Reg. days)
and departure (Saturdays)

DAY	MORNING		AFTERNOON		UNDERTIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	HOLIDAY					
2	SUNDAY					
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	SATURDAY					
9	SUNDAY					
10	LEAVE					
11	LEAVE					
12	LEAVE					
13	LEAVE					
14	LEAVE					
15	SATURDAY					
16	SUNDAY					
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	LEAVE					
21	LEAVE					
22	SATURDAY					
23	SUNDAY					
24	LEAVE					
25	LEAVE					
26	LEAVE					
27	LEAVE					
28	LEAVE					
29	SATURDAY					
30	SUNDAY					
31	LEAVE					
TOTAL						

I hereby certify on my honor that the above is a true and correct report of the hours of work performed record of which has made daily time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ATTY. MERA GRACE A. MEJOS
Clerk of Court VI



Republic of the Philippines
Supreme Court of the Philippines
Taft Ave Cor. Padre Faura St.,
Ermita, Manila

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT		2. NAME:		(Last)	(First)	(Middle)												
RTC 87 MABINI, DAVAO DE ORO		BAYLOSIS		JESSE	B													
3. DATE OF FILING		4. POSITION		5. SALARY														
JAN 3, 2022		LEGAL RESEARCHER																
6. DETAILS OF APPLICATION																		
6.A TYPE OF LEAVE TO BE AVAILED OF				6.B DETAILS OF LEAVE														
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				In case of Vacation/Special Privilege Leave:														
<input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Within the Philippines														
<input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Abroad (Specify) _____														
<input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)				In case of Sick Leave:														
<input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)				<input type="checkbox"/> In Hospital (Specify illness) _____														
<input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Out Patient (Specify illness) _____														
<input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)				In case of Special Leave Benefits for Women:														
<input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				(Specify illness) _____														
<input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)				In case of Study Leave:														
<input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Completion of Master's Degree														
<input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)				<input type="checkbox"/> BAR/Board Examination Review Other _____														
<input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)				purpose: _____														
<input type="checkbox"/> Adoption Leave (R.A. No. 8552)				<input type="checkbox"/> Monetization of Leave Credits														
<input type="checkbox"/> Others: _____				<input type="checkbox"/> Terminal Leave														
6.C NUMBER OF WORKING DAYS APPLIED FOR				6.D COMMUTATION														
5 DAYS				<input type="checkbox"/> Not Requested														
INCLUSIVE DATES				<input type="checkbox"/> Requested														
JAN 10, 11, 12, 13 AND 14, 2022				(Signature of Applicant)														
7. DETAILS OF ACTION ON APPLICATION																		
7.A CERTIFICATION OF LEAVE CREDITS				7.B RECOMMENDATION														
As of																		
<table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table>					Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<input type="checkbox"/> For approval		
	Vacation Leave	Sick Leave																
Total Earned																		
Less this application																		
Balance																		
				<input type="checkbox"/> For disapproval due to _____														
Authorized Officer				ATTY. MELODORACE A. MEJOS Clerk of Court VI RTC - Br. 57, Mabini, Davao de Oro Authorized Officer														
7.C APPROVED FOR:				7.D DISAPPROVED DUE TO:														
5 days with pay																		
days without pay																		
others (Specify)																		
CELESTIAL V. ARANDA-GONZALES PRESIDING JUDGE																		
Authorized Officer																		



Republic of the Philippines
Supreme Court of the Philippines
Taft Ave Cor. Padre Faura St.,
Ermita, Manila

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT RTC Br Mabini, Davao de Oro		2. NAME: (Last) (First) (Middle) BAULOSIS JESSE B														
3. DATE OF FILING JAN 20, 2022		4. POSITION LEGAL RESEARCHER		5. SALARY												
6. DETAILS OF APPLICATION																
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <input type="checkbox"/> Others:		6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify illness) In case of Special Leave Benefits for Women: (Specify illness) In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave														
6.C NUMBER OF WORKING DAYS APPLIED FOR 2 DAYS INCLUSIVE DATES JAN. 20 AND 21, 2022		6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested (Signature of Applicant)														
7. DETAILS OF ACTION ON APPLICATION																
7.A CERTIFICATION OF LEAVE CREDITS As of <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> Authorized Officer			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input type="checkbox"/> For approval <input checked="" type="checkbox"/> For disapproval due to ATTY. MERA GRACE A. MEJOS Clerk of Court VI RTC - Br. 57, Mabini, Davao de Oro Authorized Officer		
	Vacation Leave	Sick Leave														
Total Earned																
Less this application																
Balance																
7.C APPROVED FOR: 2 days with pay ____ days without pay ____ others (Specify)		7.D DISAPPROVED DUE TO:														
<div style="text-align: center;"> CELESTIAL V. ARANDA-GONZALES PRESIDING JUDGE _____ Authorized Officer</div>																



Republic of the Philippines
Supreme Court of the Philippines
Taft Ave Cor. Padre Faura St.,
Ermita, Manila

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
RTC 57 MABINI, DAVAO DE ORO	PAYLOSIS	JESSIE	B	
3. DATE OF FILING	JAN. 19, 2022	4. POSITION	LEGAL RESEARCHER	5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	In case of Vacation/Special Privilege Leave:
<input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/> Within the Philippines
<input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/> Abroad (Specify)
<input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)	In case of Sick Leave:
<input type="checkbox"/> Paternity Leave (R.A. No. 8167 / CSC MC No. 71, s. 1998, as amended)	<input type="checkbox"/> In Hospital (Specify illness)
<input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/> Out Patient (Specify illness)
<input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)	In case of Special Leave Benefits for Women:
<input type="checkbox"/> Study Leave (Sec. 60, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	(Specify illness)
<input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)	In case of Study Leave:
<input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	<input type="checkbox"/> Completion of Master's Degree
<input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)	<input type="checkbox"/> BAR/Board Examination Review Other
<input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)	purpose:
<input type="checkbox"/> Adoption Leave (R.A. No. 8552)	<input type="checkbox"/> Monetization of Leave Credits
Others:	<input type="checkbox"/> Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION
5 DAYS	<input type="checkbox"/> Not Requested
INCLUSIVE DATES	<input checked="" type="checkbox"/> Requested
JAN. 24, 25, 26, 27 AND 28, 2022	(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION												
As of	<input type="checkbox"/> For approval												
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>-</td><td>-</td></tr></table>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	<input type="checkbox"/> For disapproval due to
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance	-	-											
Authorized Officer	ATTY. MERA GRACE A. MERA Clerk of Court VI RTC - Br. 57, Mabini, Davao de Oro Authorized Officer												

7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:
5 days with pay	
days without pay	
others (Specify)	
CELESTIAL V. ARANDA-GONZALES PRESIDING JUDGE Authorized Officer	



Republic of the Philippines
Supreme Court of the Philippines
Taft Ave Cor. Padre Faura St.,
Ermita, Manila

Stamp or Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT		2. NAME:		(Last)	(First)	(Middle)												
RTC 57 MABINI, DAVAO DE ORO		BAYLOSIS		JESSIE	B													
3. DATE OF FILING		JAN. 19, 2022		4. POSITION		LEGAL RESEARCHER												
				5. SALARY														
6. DETAILS OF APPLICATION																		
6.A TYPE OF LEAVE TO BE AVAILED OF				6.B DETAILS OF LEAVE														
<input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				In case of Vacation/Special Privilege Leave:														
<input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Within the Philippines														
<input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Abroad (Specify)														
<input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)				In case of Sick Leave:														
<input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)				<input type="checkbox"/> In Hospital (Specify illness)														
<input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Out Patient (Specify illness)														
<input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)				In case of Special Leave Benefits for Women:														
<input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				(Specify illness)														
<input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)				In case of Study Leave:														
<input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				<input type="checkbox"/> Completion of Master's Degree														
<input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)				<input type="checkbox"/> BAR/Board Examination Review Other														
<input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)				purpose:														
<input type="checkbox"/> Adoption Leave (R.A. No. 8552)				<input type="checkbox"/> Monetization of Leave Credits														
<input type="checkbox"/> Others:				<input type="checkbox"/> Terminal Leave														
6.C NUMBER OF WORKING DAYS APPLIED FOR				6.D COMMUTATION														
5 DAYS				<input type="checkbox"/> Not Requested														
INCLUSIVE DATES				<input type="checkbox"/> Requested														
JAN 31, 2022 AND FEB. 2, 3				(Signature of Applicant)														
AND 4, 2022																		
7. DETAILS OF ACTION ON APPLICATION																		
7.A CERTIFICATION OF LEAVE CREDITS				7.B RECOMMENDATION														
As of				<input type="checkbox"/> For approval														
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>-</td><td>-</td></tr></table>					Vacation Leave	Sick Leave	Total Earned			Less this application			Balance	-	-	<input type="checkbox"/> For disapproval due to		
	Vacation Leave	Sick Leave																
Total Earned																		
Less this application																		
Balance	-	-																
Authorized Officer				ATTY. MERA GRACE A. MEJOS														
				Clerk of Court VI														
				RTC - Br. 57, Mabini, Davao de Oro														
				Authorized Officer														
7.C APPROVED FOR:				7.D DISAPPROVED DUE TO:														
4 days with pay																		
days without pay																		
others (Specify)																		
CELESTIAL V. ARANDA-GONZALES																		
PRESIDING JUDGE																		
Authorized Officer																		