



Gov. Alfonso D. Tan College

Maloro, Tangub City

FACULTY

I – Salaries and Fringe Benefits

● Leave Credits Audit Report

GOV. ALFONSO D. TAN COLLEGE

Leave balance as of June 30, 2018 and Summer 2018

#	NAME	VACATION LEAVE	SICK LEAVE	TOTAL LEAVE BALANCE
1	Carlos L. Poyot	25.387	94.173	119.560
2	Elisea A. Lorenton	42.917	108.200	151.117
4	Julieta A. Bacus	18.353	90.082	108.435
5	Reny Siarez	VSC=42.734		
6	Florife R. Limpao	VSC=194.984		
7	Lorna P. Rupinta	VSC=121.65		
8	Niel C. Enerio	19.277	24.507	43.784
9	Babylin A. Mina	VSC=184.013		
10	Grace Zabala	VSC=109.107		
11	Rosalina E. Loquias	VSC=200.483		
12	Love H. Falloran	VSC=90.151		
13	Fritzie Ann D. Florida	VSC=103.168		
14	Erwin E. Lacpao	VSC=222.546		
15	Lilibeth T. Sayson	VSC=105.450		
16	Jeniffer T. Tia	VSC=93.991		
17	Julius B. Atay	92.418	100.828	193.246
18	Arnold C. Canillas	25.346	133.286	158.632
19	Willa B. Calawigan	44.155	115.075	159.23
20	Erlinda C. Edios	122.044	154.230	276.274
21	Marites J. Alota	36.184	47.750	83.934
22	Merlinda M. Almario	100.009	119.176	219.185
23	Princesito Q. Dompales	20.414	84.675	105.089
24	John Rainer J. Aswe	35.117	250.234	285.351
25	Vilma Z. Baguhin	21.841	21.500	43.341
26	Emilia A. Villejo	19.470	18.151	37.621
27	Noriel Erap	VSC=264.006		
28	Vicente P. Bacus	16.223	44.115	60.338
29	Helen P. Manaloto	148.548	174.385	322.933
30	Marites N. Penas	50.483	19.000	69.483
31	Jocelyn Gonzales	11.402	1.250	12.652
32	Alexander inacion	24.778	9.593	34.371
33	Bella E. Fernandez	185.518	299.420	484.938
34	Lilia C. Gongob	VSC=29.750		
35	Ma. Allen G. Apao	VSC=29.751		
36	Efren L. Alagenio	VSC=29.752		

THIS IS TRUE COPY
OF THE ORIGINAL

DATE: 11/11/19

NIEL C. ENERIO, LL.B., MPA
COLLEGE REGISTRAR III

37	Rodoifo T. Reyes	VSC=29.753		
38	Famación, Francislee	VSC=74.873		
39	Oniot, Joseph	8.250	4.500	12.75
40	Roberto P. Rebucas	VSC=186.041		
41	Ilyn R. Daguman	VSC=215.819		
43	Sherlito L. Poyot			0
44	Maricelle M. Nueva	36.449	68.820	105.269
45	Romar C. Megrino	28.188	27.188	55.376
46	Edna E. dela Sierra	VSC=96.743		
47	Luciano C. Pondoc	VSC=21.923		
48	Mark lester Flores	VSC=123.200		
49	Christian Louie Z. Cuizon	VSC=76.211		
	Bandiga, Elaine	VSC=23.692		
	Preachy Mae Esin	VSC=100.182		
	Aleamar Mayordo	VSC=24.454		
	Genieveve Hilot	VSC=19.739		
	Jaymar Requina	VSC=25.018		
	Genieveve Hilot	VSC=19.739		
	CASUAL			
1	Henry Banawan			
2	Daniel Sumalpong	21.250	114.357	135.607
3	Agustin E. Colanggo	24.092	62.000	86.092

Computed by:

MARLON B. CATIPAY
Administrative Asst. I

Encoded by:

GRACE A. BALATERO
PDA

Certified Correct:

WILMAR O. CHAMBOT
City Administrator I/HRMO

CEA: TRUE COPY
FROM THE ORIGINAL
DATE: 11/14/19

NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III

GOV. ALFONSO D. TAN COLLEGE

Leave balance as of June 30, 2018 and Summer 2018

#	NAME	VACATION LEAVE	SICK LEAVE	TOTAL LEAVE BALANCE
1	Carlos L. Poyot	25.387	94.173	119.560
2	Elisea A. Lorenton	42.917	108.200	151.117
4	Julietta A. Bacus	18.353	90.082	108.435
5	Reny Siarez	VSC=42.734		
6	Florite R. Limpao	VSC=194.984		
7	Lorna P. Rupinta	VSC=121.65		
8	Niel C. Enerio	19.277	74.507	43.784
9	Babylín A. Mina	VSC=184.013		
10	Grace Zabala	VSC=109.107		
11	Rosalina E. Loquias	VSC=200.483		
12	Love H. Falloran	VSC=90.151		
13	Fritzie Ann D. Florida	VSC=103.168		
14	Erwin E. Lacpao	VSC=222.546		
15	Lilibeth T. Sayson	VSC=105.450		
16	Jennifer T. Tia	VSC=93.991		
17	Julius B. Atay	92.418	101.828	193.246
18	Arnold C. Canillas	25.346	133.286	158.632
19	Wila B. Calawigan	44.155	115.075	159.23
20	Erlinda C. Edios	122.044	154.230	276.274
21	Marites J. Alota	36.184	47.750	83.934
22	Merlinda M. Almario	100.009	119.176	219.185
23	Princesito Q. Dompales	20.414	84.675	105.089
24	John Rainer J. Aswe	35.117	250.234	285.351
25	Vilma, Z. Baguhin	21.841	2.500	43.341
26	Emilia A. Villejo	19.470	18.151	37.621
27	Noriel Erap	VSC=264.006		
28	Vicente P. Bacus	16.223	40.115	60.338
29	Helen P. Manaloto	148.548	174.385	322.933
30	Marites N. Penas	50.483	19.000	69.483
31	Jocelyn Gonzales	11.402	250	12.652
32	Alexander Nacion	24.778	9.593	34.371
33	Bella E. Fernandez	185.518	299.420	484.938
34	Lilia C. Gongob	VSC=29.750		
35	Ma. Allen G. Apao	VSC=29.751		
36	Efren L. Alagenio	VSC=29.752		

ENTERED TRUE COPY
FROM THE ORIGINAL
DATE: 11/14/18

NIEL C. ENERIO, LL.B., MP
COLLEGE REGISTRAR

37	Rodoifo T. Reyes	VSC=29.753		
38	Famacion, Francislee	VSC=74.873		
39	Oniot, Joseph	8.250	4.500	12.75
40	Roberto P. Rebutas	VSC=186.041		
41	Ilynn R. Daguman	VSC=215.819		
43	Sheritto L. Poyot			0
44	Maricelle M. Nueva	36.449	68.820	105.269
45	Romar C. Megrino	28.188	27.188	55.376
46	Edna E. dela Sierra	VSC=96.743		
47	Luciano C. Pondoc	VSC=21.923		
48	Mark lester Flores	VSC=123.200		
49	Christian Louie Z. Cuizon	VSC=76.211		
	Bandiga, Elaine	VSC=23.692		
	Preachy Mae Esin	VSC=100.182		
	Alemar Mayordo	VSC=24.454		
	Genieveve Hilot	VSC=19.739		
	Jaymar Requina	VSC=25.018		
	Genieveve Hilot	VSC=19.739		
	CASUAL			
1	Henry Banawan			
2	Daniel Sumalpong	21.250	114.357	135.607
3	Agustin E. Colanggo	24.092	62.000	86.092

Computed by:

MARLON B. CATIPAY
Administrative Asst. I

Encoded by:

GRACE A. BALATERO
PDA

Certified Correct:

WILMAR O. CIAMBOT
City Administrator I/HAMO

CERTIFIED TRUE COPY
FROM THE ORIGINAL
DATE: 11/14/19

NIEL C. ENERIO, LL.B., MPA
COLLEGE REGISTRAR III

GOV. ALFONSO D. TAN COLLAGE

Leave balance as of June 30, 2018 and Summer 2018

#	NAME	VACATION LEAVE	SICK LEAVE	TOTAL LEAVE BALANCE
1	Carlos L. Poyot	25.387	94.173	119.560
2	Elisea A. Lorenton	42.917	108.200	151.117
4	Julietta A. Bacus	18.353	90.082	108.435
5	Reny Siarez	VSC=42.734		
6	Florife R. Limpao	VSC=194.984		
7	Lorna P. Rupinta	VSC=121.65		
8	Niel C. Enerio	19.277	24.507	43.784
9	Babylin A. Mina	VSC=184.013		
10	Grace Zabala	VSC=109.107		
11	Rosalina E. Loquias	VSC=200.483		
12	Love H. Falloran	VSC=90.151		
13	Fritzle Ann D. Florida	VSC=103.168		
14	Erwin E. Lacpao	VSC=222.546		
15	Lilibeth T. Sayson	VSC=105.450		
16	Jeniffer T. Tia	VSC=93.991		
17	Julius B. Atay	92.418	100.828	193.246
18	Arnold C. Canillas	25.346	133.286	158.632
19	Wila B. Calawigan	44.155	115.075	159.23
20	Erlinda C. Edios	122.044	154.230	276.274
21	Marites J. Alota	36.184	47.750	83.934
22	Merlinda M. Almario	100.009	119.176	219.185
23	Princesto Q. Dompales	20.414	84.675	105.089
24	John Rainer J. Aswe	35.117	250.234	285.351
25	Vilma Z. Baguhin	21.841	21.500	43.341
26	Emilia A. Villejo	19.470	18.151	37.621
27	Noriel Erap	VSC=264.006		
28	Vicente P. Bacus	16.223	44.115	60.338
29	Helen P. Manaloto	148.548	174.385	322.933
30	Marites N. Penas	50.483	19.000	69.483
31	Jocelyn Gonzales	11.402	1.250	12.652
32	Alexander Nacion	24.778	3.593	34.371
33	Bella E. Fernandez	185.518	299.420	484.938
34	Lilia C. Gongob	VSC=29.750		
35	Ma. Allen G. Apao	VSC=29.751		
36	Eileen L. Alagenio	VSC=29.752		

37	Rodoifo T. Reyes	VSC=29.753		
38	Famacion, Francislee	VSC=74.873		
39	Oniot, Joseph	8.250	4.500	
40	Roberto P. Rebutas	VSC=186.041		12.75
41	Ilyn R. Daguman	VSC=215.819		
43	Sherlito L. Poyot			
44	Maricelle M. Nueva			0
45	Romar C. Megrino	36.449	58.820	105.269
46	Edna E. dela Sierra	28.188	27.188	55.376
47	Luciano C. Pondoc	VSC=96.743		
48	Mark Lester Flores	VSC=21.923		
49	Christian Louie Z. Cuizon	VSC=123.200		
	Bandiga, Elaine	VSC=76.211		
	Preachy Mae Esin	VSC=23.692		
	Alemar Mayordo	VSC=100.182		
	Genieveve Hilot	VSC=24.454		
	Jaymar Requina	VSC=19.739		
	Genieveve Hilot	VSC=25.018		
	CASUAL	VSC=19.739		
1	Henry Banawan			
2	Daniel Sumalpong			
3	Agustin E. Colanggo	21.250	114.357	135.607
		24.092	62.000	86.092

Computed by:

MARLON B. CATIPAY
Administrative Asst. I

Encoded by:

GRACE A. BALATERO
PDA

Certified Correct:

WILMAR O. CUAMBOT
City Administrator I/HRMO

APPLICATION FOR LEAVE

C.S. Form No. 6
Revised 2001

Office/Agency	Last	First	Middle
Date	Position	Monthly Salary	
DETAILS OF APPLICATION			

TYPE OF LEAVE

WHERE LEAVE WILL BE SPENT
IN CASE OF VACATION LEAVE

☐ VACATION LEAVE

☐ To Seek Employment

☐ Other (Specify) _____

☐ Sick

☐ Maternity

☐ Within the Philippines

☐ Abroad (Specify) _____

IN CASE OF SICK LEAVE

☐ In Hospital (Specify) _____

☐ Out Patient (Specify) _____

NO. OF DAYS APPLIED FOR _____

COMMUTATION

INCLUSIVE DATES _____

☐ Requested

☐ Not Required

Signature of Applicant _____

DETAILS OF ACTION ON APPLICATION

CERTIFICATION OF LEAVE CREDITS

As of _____

RECOMMENDATION

	Vacation	Sick	Total
Approved Leave			
Less: This Leave			
Ending Balance			

☐ Approved

☐ Disapproved due to _____

WILMAR O. CUAMBOT
Administrative Officer V

APPROVED FOR: _____

(Authorized Official)

- days vacation leave with pay
- days sick leave with pay
- days maternity leave without pay
- days paternity leave with pay
- days special leave with pay
- days without pay

PHILIP T. TAN
City Mayor