

**DAILY TIME RECORD****BANDIBAS, YHENA L.**

(NAME)

For the month of

March 1 - 31, 2023

Official hours for arrival and departure

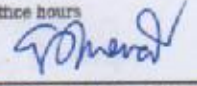
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						VL
2-THU						VL
3-FRI	6:59	12:05	12:14	4:50		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:59	12:03	12:25	4:36		8hrs
7-TUE	6:59	1:07	1:09	4:06		8hrs
8-WED	7:30	1:01	1:14	4:44	30mins	7hrs 30mins
9-THU	7:03	12:04	12:19	5:03		8hrs
10-FRI	8:01	12:04	12:14	4:53	1hr 1min	6hrs 59mins
11-SAT						Off
12-SUN						Off
13-MON	7:30	12:02	12:04	5:34		8hrs
14-TUE	7:00	1:04	1:14	4:01		8hrs
15-WED	7:27	1:13	1:16	4:00	27mins	7hrs 33mins
16-THU	8:06	12:07	12:28	4:40	36mins	7hrs 24mins
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						VL
21-TUE						VL
22-WED						SL
23-THU						SL
24-FRI	7:55	12:04	12:19	4:02	55mins	7hrs 5mins
25-SAT						Off
26-SUN						Off
27-MON	7:13	12:02	12:36	4:59		8hrs
28-TUE	7:03	1:07	1:10	4:09	3mins	7hrs 57mins
29-WED	9:02	1:04	1:09	3:42	2hrs 20mins	5hrs 40mins
30-THU	7:54	12:06	12:31	4:47	24mins	7hrs 36mins
31-FRI	7:24	12:52	12:54	4:52	24mins	7hrs 36mins

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.

  
YHENA L. BANDIBAS

VERIFIED as to prescribed office hours

  
ELIZABETH S. QUEVEDO

Department Head  
Department of Pure and Applied Chemistry

**DAILY TIME RECORD****BANDIBAS, YHENA L.**

(NAME)

For the month of

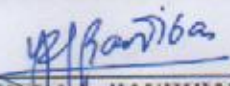
March 1 - 31, 2023

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YHENA L. BANDIBAS

VERIFIED as to prescribed office hours

  
ELIZABETH S. QUEVEDO

Department Head  
Department of Pure and Applied Chemistry



## APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Bandibas	Yhena	Lazona
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
02/20/2023	Instructor I		

## 6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption</p> <p><input type="checkbox"/> Mandatory/Force</p> <p><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver</p> <p><input type="checkbox"/> Maternity - additional 15 days for single mother</p> <p><input type="checkbox"/> Monetization</p> <p><input type="checkbox"/> Parental (Solo Parent)</p> <p><input type="checkbox"/> Paternity</p> <p><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 282)</p> <p><input type="checkbox"/> Sabbatical</p> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Special Emergency (Calamity)</p> <p><input type="checkbox"/> Special Leave Benefits for women</p> <p><input type="checkbox"/> Special Leave Privilege</p> <p><input type="checkbox"/> Study</p> <p><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input checked="" type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input checked="" type="checkbox"/> Within the Philippines : Baybay City</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p>2 days</p> <p>Inclusive Dates</p> <p>03/01/2023 - 03/02/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p><i>[Signature]</i></p> <p><b>BANDIBAS, YHENA L.</b></p> <p>(Signature of Applicant)</p>

## 7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: February 2023</p> <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>2</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td>0.000</td> </tr> </tbody> </table> <p>_____</p> <p>No data</p>		Vacation Leave	Sick Leave	Total Earned			Less this Application	2		Balance		0.000	<p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p><i>[Signature]</i></p> <p><b>ELIZABETH S. QUEVEDO</b></p> <p>Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application	2												
Balance		0.000											
<p>7.c APPROVED FOR:</p> <p>2 day(s) with pay ___ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

*[Signature]*

**EDGARDO E. TULIN**

(Printed Name and Signature)

University President



## APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Bandibas	Yhena	Lazona
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
03/24/2023	Instructor I		

## 6. DETAILS OF APPLICATION

## 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption  
☐ Mandatory/Force  
☐ 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 :  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☒ Out Patient (Pls. Specify) : **At home**

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

03/17/2023 - 03/17/2023

## 6.d COMMUTATION

- ☒ Requested ☐ Not Requested

**BANDIBAS, YHENA L.**

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.a CERTIFICATION OF LEAVE CREDITS

AS of: March 2023

	Vacation Leave	Sick Leave
Total Earned		1
Less this Application		1
Balance		1

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

## 7.b RECOMMENDATION:

- ☒ For Approval  
☐ For Disapproval due to:

**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

## 7.c APPROVED FOR:

1 day(s) with pay \_\_\_ day(s) without pay  
Others (Specify):

## 7.d DISAPPROVED due to:

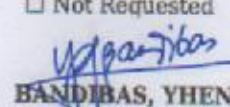
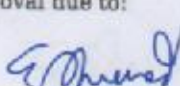
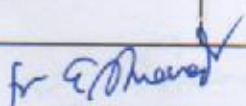
**EDGARDO E. TULIN**(Printed Name and Signature)  
University President



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)												
DOPAC	Bandibas	Yhena	Lazona												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
03/10/2023	Instructor I														
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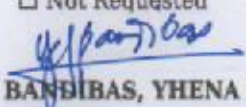
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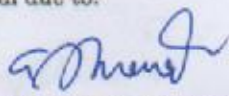
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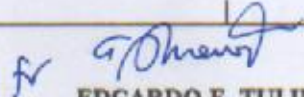
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**EDGARDO E. TULIN**

 (Printed Name and Signature)  
 University President