DAILY TIME RECORD BANDIBAS, YHENA L.

For the month of March 1 - 51, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		797991	Total
	IN	OUT	IN	OUT	T/U	Total
WED						VL
-THU		100				VL
-FRI	6:59	12:05	12:14	4:50		8hrs
-SAT						Off
-SUN					E.	Off
5-MON	6:59	12:03	12:25	4:36	ALCO DE LA CONTRACTOR DE	Bhrs
7-TUE	6:59	1:07	1:09	4:06		8hrs
3-WED	7:30	1:01	1:14	4:44	30mins	7hrs 30mins
9-THU	7:03	12:04	12:19	5:03		8hrs
10 PRI	8:01	12:04	12:14	4:53	The Imin	6hrs 59mins
11-SAT						Off
12-SUN						Off
13-MON	7:30	12:02	12:04	5:34		Shrs
4-TUE	7:00	1:04	1:14	4:01		Bhrs
15-WED	7:27	1:13	1:16	4:00	27mins	7hrs 33mins
6-THU	8:06	12:07	12:28	4:40	36mins	7hrs 24mins
17-FRI						SL
18-SAT						Off
10 SUN						Off
20-MON						VL
ZI-TUE						VL
22-WED						SL
23-THU						SL
24-FEI	7:55	12:04	12:19	4:02	55mins	7hrs 5mins
25-SAT						Off
26-SUN						Off
27-MON	7:12	12:02	12:36	4:59		8hrs
28 TUE	7:03	1.07	1:10	4.00	3mins	7hrs 57mins
29-WED	9:02	1:04	1:09	3:42	2hrs 20mins	5hrs 40mins
30-тни	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 hos

ELIZABETH S. QUEVEDO

Department riead Department of Pure and Applied Chemistry

DAILY TIME RECORD BANDIBAS, YHENA L.

(NAME)

For the month of March L - 31, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		THE C	Total
	IN	OUT	IN	OUT	1/0	Total
-WED						VL
2-THU						VL
-FRI	6:59	12:05	12:14	4:50		8hrs
-SAT						Off
-sun						Off
6-MON	6:59	12:03	12:25	4:36		8hrs
7-TUE	6:59	1:07	1:09	4:06	ALL COLOR	8hrs
B-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	1:53	thr tmin	6hrs 59mins
11-SAT						Off
12-5UN						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
1.7-FRI						SL
18-SAT						Off
19 SUN		3				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			1			Off
27-MON	7:12	12:02	12:36	4:59		8hrs
28-TUE	7:03	1.07	1:10	1:00	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-FHI	7:24	12:52	12:54	4:52	24mins	7hrs 36mins

I CERTIFY on my nonor 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

VEHIFIED as to prescribed office nours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry



VISAYAS STATE UNIVERSITY VISCA, Baybay City, Leyte

Republic of the Philippines

1. OFFICE/DEPT/DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas		Yhena	Lazona
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
02/20/2023		Instruct	or I	
	6.	DETAILS OF	APPLICATION	
S.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF L	EAVE:
□Adoption □Mandatory/Force □Maternity - 7 days Transf caregiver		In case of vacation/Special Privilege leave: Within the Philippines: Baybay City □ Abroad (Pls. Specify): In case of Sick leave: □ In Hospital (Pls. Specify): □ Out Patient (Pls. Specify):		
□Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Paternity				
□Rehabilitation (Sec. 55, Foole X □Sabbatical □Sick □Special Emergency (Cala:		inting E.O. No. 292)	In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave:	
□Special Leave Benefits fo □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. ≅Vacation	r women	☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree ☐ Completion of PHD Degree		
Others:		Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave		
6.c NUMBER OF WORKING D	AYS APPLIED FOR	3	6.d COMMUTATION)N
Inclus	days sive Dates	⊠ Requested	□ Not Requested Whosiba	
03/01/202	3 - 03/02/2023			SANDIBAS, YHENA L. (Signature of Applicant)
	7 DETAI	I S OF ACTIO	N ON APPLICATIO	IN .
7.a CERTIFICATION OF LEAV		DO OF HOLLO	7.b RECOMMEND	
AS of: February 2023				
	Vacation Leave	Sick Leave	⊠ For Approval	
Total Earned				
Less this Application	2		□ For Disappro	val due to:
Balance		0.000		an heret
			EI	IZABETH S. QUEVEDO
N	o data	Departme	nt of Pure and Applied Chemistry	
2 day(s) with pay d Others (Specify):	ay(s) without pay		7 d DISAPPROVEI	O due to:
	f	EDGARDO	E. TULIN	
		(Printed Name a University	and Signature)	

VISAYAS STATE UNIVERSITY VISCA, Haybay City, Leyte

OFFICE/DEPT/DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas		Yhena	Lazona
DATE OF FILING	4. POSITION	POSITION		5. SALARY (Monthly)
03/24/2023		Instructo		
40,24,25	6. D	ETAILS OF A	PPLICATION	
□ TYPE OF LEAVE TO BE AV □ Adoption □ Mandatory/Force □ Maternity - 7 days Transfearegiver □ Maternity - additional 15 □ Monetization □ Parental (Solo Parent) □ Paternity □ Rehabilitation (Sec. 55, Rule X □ Sabbatical □ Sick □ Special Emergency (Cala □ Special Leave Benefits fo □ Special Leave Privilege □ Study □ VAWC (RA No. 9262 / CSC MC No. □ Vacation	erable to father/altedays for single motors, Omnibus Rules Implementation	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 PHD Degree Other purpose: □ Monetization of Leave Credits		
Inclu	DAYS APPLIED FOR 1 day sive Dates 23 - 03/17/2023	☐ Terminal Le 6.d COMMUTA ☑ Requested	TION	
	7. DETAI	LS OF ACTIO	N ON APPLICAT	TION
7.a CERTIFICATION OF LEAV AS of: March 2023	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN		7.b RECOMME	
Total Earned Less this Application Balance	Vacation Leave	Sick Leave 1 1 1	□ For Approval □ For Disapproval due to: □ GOMore	
HONEY S	Forman Resource	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
7 c APPROVED FOR- 1 day(s) with pay Others (Specify):	day(s) without pay		7.d DISAPPRO	VED due to:
		(Printed Name	DE. TULIN and Signature) President	



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baynay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT/DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandiba	5	Yhena	Lazona
3. DATE OF FILING	4. POSITION	V .	5. SALARY (Monthly)	
03/10/2023		Instruct	tor I	
		6. DETAILS OF	APPLICATION	
a TYPE OF LEAVE TO BE AN			6.6 DETAILS O	F I FAVE
□Adoption □Mandatory/Force □Maternity - 7 days Transfaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Calai □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. ■Vacation	days for single n VI, Omnibus Bales Imple mity) r women	nother	(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:	
Others:			☐ Monetization of Leave Credits ☐ Tesminal Leave	
Inclusi	days ve Dates - 03/21/2023	JR	6.d COMMUTA ■ Requested	
	7. DETA	ALLS OF ACTIO	N ON APPLICAT	TION
a CERTIFICATION OF LEAVE AS of: March 2023	CREDITS		7.b RECOMMEN	
Total Earned Less this Application Balance	Vacation Leave	Sick Leave	≅ For Approv	
HONEY SOI	FIA V. COLIS	Management	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry	
APPROVED FOR:	y(s) without pay		7 d DISAPPROVED due to:	
•	4	EDGARDO I (Printed Name an University P	E. TULIN d Signature)	



Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

L. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas	Bandibas Yhena		Lazona
3. DATE OF FILING	4. POSITION	4. POSITION		5. SALARY (Monthly)
03/24/2023		Instruct	or I	
	6.	DETAILS OF	APPLICATION	
S.a TYPE OF LEAVE TO BE AV	VAILED OF:		6.b DETAILS O	F LEAVE:
□Adoption □Mandatory/Force □Maternity - 7 days Transicaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule 3 □Sabbatical ■Sick □Special Emergency (Cala □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RANE \$252 / CSC MC Note □Vacation	days for single mo	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 PHD Degree Other purpose: □ Monetization of Leave Credits		
6.c NUMBER OF WORKING D	LANC AND THE BOOK	☐ Terminal Leave		
Inclu	2 days sive Dates 3 - 03/23/2023	⊠ Requested		
1000/1000	7. DETAI	LS OF ACTIO	N ON APPLICAT	TION
a CERTIFICATION OF LEAV	The same of the sa		7.b RECOMME	
AS of: March 2023				
	Vacation Leave	Sick Leave	⊠ For Appro	val
Total Earned	THOUSING BOUTE	2	a rot Appro	
Less this Application		2	□ For Disapp	proval due to:
Balance		2		-20 4
				W hrene
	OFIA V. COLIS		Demout	ELIZABETH S. QUEVEDO ment of Pure and Applied Chemistry
Office of the Director for	Human Resource N	ianagement	Dopara	mens of rare and appared chemistry
2 day(s) with pay d Others (Specify):	ay(s) without pay		7.d DISAPPROV	VED due to:
	₹	EDGARDO	E. TULIN	
		(Printed Name a University		