

**DAILY TIME RECORD****QUEVEDO, ELIZABETH S.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:34	12:06	12:27	5:02		8hrs
2-FRI	7:45	12:13	12:25	5:03		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:31	12:03	12:08	5:02		8hrs
6-TUE	7:23	12:04	12:25	5:07		8hrs
7-WED	7:29	12:03	12:27	5:03		8hrs
8-THU	7:34	12:11	12:31	5:03		8hrs
9-FRI	7:27	12:16	12:52	5:13		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:30	12:06	12:23	5:14		8hrs
13-TUE	6:31	12:06	12:27	5:31		8hrs
14-WED	7:00	12:04	12:14	5:17		8hrs
15-THU						FL
16-FRI						FL
17-SAT						Off
18-SUN						Off
19-MON						Absent
20-TUE	6:50	12:03	12:16	5:36		8hrs
21-WED	7:20	12:07	12:20	5:18		8hrs
22-THU	7:23	12:17	12:28	5:38		8hrs
23-FRI	7:43	12:01	12:22	5:03		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:46	12:11	12:17	5:08		8hrs
27-TUE	7:43	12:06	12:20	5:45		8hrs
28-WED	7:45	12:05	12:17	6:53		8hrs
29-THU	7:13	12:02	12:18	5:50		8hrs
30-FRI	7:31	12:38	12:44	5:11		8hrs

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.

  
**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean  
 College of Arts and Sciences



**DEPARTMENT OF PURE &  
 APPLIED CHEMISTRY**

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**REPORT**

2022]

DoPAC Faculty and Admin Staff  
 Sheets 2<sup>nd</sup> Semester AY 2021-2022;  
 grades 1<sup>st</sup> Semester/ 2<sup>nd</sup> Semester  
 AC Faculty; dropping/shifting of BS  
 degree programs; evaluated the  
 og appeals of DoPAC Faculty and  
 srooms; revised syllabi for the 1<sup>st</sup>

CAS Dean, Secretary, and Mr Atoz  
 luring the investigation on the non-  
 Atoz; Opening 122<sup>nd</sup> Philippine Civil  
 2; FOB/webinar workshop on  
 m

oPAC Faculty to discuss Teaching  
 2022; CAR-low PRC performance

DoPAC and the splitting of large  
 of schedules

laboratory aides and a 22-day





**ACCOMPLISHMENTS REPORT**

**[September 1-30, 2022]**

1. Signed the August 1-31, 2022 DTRs of DoPAC Faculty and Admin Staff (regular & JOs) and payroll of JOs; Grade Sheets 2<sup>nd</sup> Semester AY 2021-2022; report on completion of "deferred" and INC grades 1<sup>st</sup> Semester/ 2<sup>nd</sup> Semester AY 2021-2022; leave application of DoPAC Faculty; dropping/shifting of BS Chemistry students to other school or degree programs; evaluated the credentials of transferee students; time log appeals of DoPAC Faculty and Staff; update and creation of virtual classrooms; revised syllabi for the 1<sup>st</sup> semester AY 2022-2023 course offerings.
2. Attended the face to face meeting with the CAS Dean, Secretary, and Mr Atoz and separately with PhSc105.1 students during the investigation on the non-completed INC marks of students with Mr Atoz; Opening 122<sup>nd</sup> Philippine Civil Service Anniversary on September 5, 2022; FOB/webinar workshop on VSUEE from September 5-8, 2022 via zoom
3. Facilitated the face-to-face meeting with DoPAC Faculty to discuss Teaching Workload, IQA-ISO, etc on September 12, 2022; CAR-low PRC performance 2021 on September 23, 2022
4. Facilitated the 4<sup>th</sup> IQA ISO 9001:2015 for DoPAC and the splitting of large lecture and laboratory classes and conflict of schedules
5. Filed letter requests for the hiring of two (2) laboratory aides and a 22-day work of Chemical Technician.

Submitted by:

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS





Republic of the Philippines

**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

Stamp of Date of Receipt

**APPLICATION FOR LEAVE**

OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
<b>DOPAC</b>	<b>Quevedo</b>	<b>Elizabeth</b>	<b>Sombilon</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>09/14/2022</b>	<b>Associate Professor II</b>		

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)  
☒ Mandatory/Force  
☐ Maternity  
☐ 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) :

**In case of Special Leave Benefits for Women: (Specify Illness)****In case of Study leave:**

- ☐ Completion of Master's Degree  
☐ BAR/Board Examination Review

**Other purpose:**

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.c NUMBER OF WORKING DAYS APPLIED FOR**2 days

Inclusive Dates

09/15/2022 - 09/16/2022

**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

**QUEVEDO, ELIZABETH S.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: September 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☐ For Approval  
☐ For Disapproval due to:

**MA. THERESA P. O.**  
 College of Arts and Sciences
**7.c APPROVED FOR:**

\_\_\_\_ day(s) with pay    \_\_\_\_ day(s) without pay

Others (Specify): \_\_\_\_\_

**7.d DISAPPROVED due to:**
**EDGARDO E. TULIN**

 (Printed Name and Signature)  
 University President