

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

(NAME)

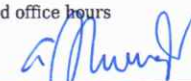
For the month of
April 1 - 30, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:14	12:04	12:08	4:46		8hrs
4-TUE	7:17	1:26	1:29	4:48	17mins	7hrs 43mins
5-WED	7:44	12:30				4hrs 46mins SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE						SL
12-WED	7:15	1:04	1:11	5:12	15mins	7hrs 45mins
13-THU						VL
14-FRI						VL
15-SAT						Off
16-SUN						Off
17-MON						SL
18-TUE						SL
19-WED	9:00	1:01	1:04	4:01	1hr 2mins	6hrs 58mins
20-THU	9:10	12:12	12:13	5:09	2mins	7hrs 58mins
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	9:07	12:11	12:27	4:37	46mins	7hrs 14mins
25-TUE	8:20	1:48	1:50	4:00	1hr 20mins	6hrs 40mins
26-WED						SL
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-SUN						Off

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

Date Generated: May/11/2023 02:31:19


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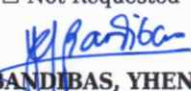
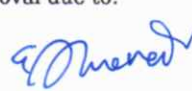

1 of 1



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)												
04/12/2023	Instructor I														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>At home</u> In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> Inclusive Dates 04/11/2023 - 04/11/2023		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  BANDIBAS, YHENA L. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>April 2023</u> <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>1</td> </tr> <tr> <td>Less this Application</td> <td></td> <td>1</td> </tr> <tr> <td>Balance</td> <td></td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;">HONEY SOFIA V. COLIS Human Resource Management Office</p>			Vacation Leave	Sick Leave	Total Earned		1	Less this Application		1	Balance		1	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry	
	Vacation Leave	Sick Leave													
Total Earned		1													
Less this Application		1													
Balance		1													
7.c APPROVED FOR: <u>1</u> 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

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DOPAC	Bandibas	Yhena	Lazona
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
04/04/2023	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. 292)</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 : <u>Baybay City, Leyte</u></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><u>2 days</u></p> <p>Inclusive Dates</p> <p><u>04/13/2023 - 04/14/2023</u></p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p><u><i>Yppanito</i></u></p> <p>BANDIBAS, YHENA L.</p> <p>(Signature of Applicant)</p>

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<p>7.c APPROVED FOR:</p> <p><u>2</u> day(s) with pay <u> </u> day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

Edgardo E. Tulin

EDGARDO E. TULIN

(Printed Name and Signature)

University President



Republic of the Philippines
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Visca, Baybay City, Leyte

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