Civil Service Form 48

DAILY TIME RECORD BANDIBAS, YHENA L.

For the month of April 1 - 30, 2023

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		OD AT 1	T
	IN	OUT	IN	OUT	T/U	Total
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
						4hrs 46mins
5-WED	7:44	12:30				SUSPENDED 12:00 pm 11:59 pm
6-тни						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-тни						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.

VERIFIED as to prescribed office bours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry

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

DAILY TIME RECORD BANDIBAS, YHENA L.

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

Day	A	AM		M		Tetal
	IN	OUT	IN	OUT	T/U	Total
1-SAT					07: <u>%</u>	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
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14- FRI						VL
15-SAT						Off
16-SUN						Off
17-MON						SL .
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30-SUN						Off

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VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

. OFFICE/DEPT./DIVISION Name (Last)		(First)	(Middle)				
DOPAC	DOPAC Bandibas		Yhena	Lazona			
3. DATE OF FILING 4. POSITION				5. SALARY (Monthly)			
04/12/2023		Instructo	r I	-			
	6.	PPLICATION	-				
6.a TYPE OF LEAVE TO BE AVAI			6.b DETAILS OF LEAV	Æ:			
□Adoption □Mandatory/Force □Maternity - 7 days Transfercaregiver		In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :					
□Maternity - additional 15 da □Monetization □Parental (Solo Parent) □Paternity	lys for single mo	ther	In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify): At home				
□Rehabilitation (Sec. 55, Rule XVI, □Sabbatical ⊠Sick		enting E.O. No. 292)	(Specify Illness)	ve Benefits for Women:			
□Special Emergency (Calami □Special Leave Benefits for v □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15 □Vacation	vomen		In case of Study leave: □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of Doctorate Degree □ Completion of PHD Degree				
Others:	_	9	Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave				
6.c NUMBER OF WORKING DAY	S APPLIED FOR	?	6.d COMMUTATION				
1 d	•		⊠ Requested □ Not Requested				
Inclusiv 04/11/2023 -			BANDIBAS, YHENA L.				
			(Signature of Applicant)				
	7. DETAI	LS OF ACTION	ON APPLICATION				
7.a CERTIFICATION OF LEAVE			7.b RECOMMENDATION:				
AS of: April 2023							
	Vacation Leave	Sick Leave	□ For Approval				
Total Earned Less this Application		1 1	☐ For Disapproval due to:				
Balance 1							
	Balance						
HONEY SOF	IA V. COLIS	ELIZABETH S. QUEVEDO					
Human Resource N	Management Offi	Department of Pure and Applied Chemistry					
7.c APPROVED FOR:		7.d DISAPPROVED du	e to:				
1 day(s) with pay day Others (Specify):	(s) without pay						
	F EDGARDO E. TULIN						
(Printed Name and Signature) University President							



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION Name (Last)		(First)	(Middle)	
DOPAC Bandibas		Yhena	Lazona	
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)	
04/04/2023	Instructo	or I		
	6. DETAILS OF A	APPLICATION	#	
6.a TYPE OF LEAVE TO BE AVAIL	.ED OF:	6.b DETAILS OF LEAV	E:	
□Adoption □Mandatory/Force □Maternity - 7 days Transfera caregiver	ble to father/alternate	In case of vacation/Special Privilege leave: ☑ Within the Philippines: Baybay City, Leyte ☐ Abroad (Pls. Specify):		
□Maternity - additional 15 day □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, O	-	In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify): In case of Special Leave Benefits for Women:		
□Sabbatical □Sick □Special Emergency (Calamity □Special Leave Benefits for well to be special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, ■Vacation	omen	(Specify Illness) In case of Study leave: □ 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 DAYS	S APPLIED FOR	6.d COMMUTATION		
2 day Inclusive 04/13/2023 - 0	Dates	■ Requested □ Not Requested BANDIBAS, YHENA L. (Signature of Applicant)		
	7. DETAILS OF ACTIO	N ON APPLICATION		
7.a CERTIFICATION OF LEAVE C AS of: <u>April 2023</u>		7.b RECOMMENDATION	ON:	
Total Earned	cation Leave Sick Leave	⊠ For Approval		
Less this Application Balance	0.000	☐ For Disapproval of	Merch	
Honey Sofia Human Resource Ma		ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
7.c APPROVED FOR: 2 day(s) with pay day(s) Others (Specify):	s) without pay	7.d DISAPPROVED due to:		
	EDGARDO I			



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last) (First)		(Middle)			
DOPAC	Bandibas		Yhena	Lazona		
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)		
04/19/2023		Instructor	r I			
6. DETAILS OF APPLICATION						
6.a TYPE OF LEAVE TO BE AVAIL	ED OF:		6.b DETAILS OF LEAV	Œ:		
□Adoption □Mandatory/Force □Maternity - 7 days Transferal caregiver	ble to father/alt	In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :				
□Maternity - additional 15 day □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, O			In case of Sick leave: □ In Hospital (Pls. Specify): ☑ Out Patient (Pls. Specify): At home In case of Special Leave Benefits for Women:			
□Sabbatical Sick □Special Emergency (Calamity □Special Leave Benefits for well □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, 15) □Vacation	y) omen	(Specify Illness) In case of Study leave: □ BAR/Board Examin □ Completion of Mas □ Completion of PHI	nation Review ster's Degree torate Degree			
Others:	_		Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave			
6.c NUMBER OF WORKING DAYS	APPLIED FOR		6.d COMMUTATION			
2 <u>da</u> Inclusive 04/17/2023 - 0	Dates		BAN	DIBAS, YHENA L.		
	7. DETAI	LS OF ACTION	ON APPLICATION			
7.a CERTIFICATION OF LEAVE C AS of: <u>April 2023</u>			7.b RECOMMENDATION	ON:		
Va	acation Leave	Sick Leave	⊠ For Approval			
Total Earned		2	☐ For Disapproval of	due to		
Less this Application		2	Lor Disapproval (0 /		
Balance HONEY SOFI	A V. COLIS	2	120	Merre . BETH S. QUEVEDO		
Human Resource M	anagement Offi	ce	Department of Pure and Applied Chemistry			
7.c APPROVED FOR:			7.d DISAPPROVED du	e to:		
	s) without pay		, a sion rate visit and			
		EDGARDO E (Printed Name and University Pr	. TULIN			



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

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DOPAC Bandibas		Yhena	Lazona		
3. DATE OF FILING 4. POSITION				5. SALARY (Monthly)	
04/27/2023		r I	K		
	6. DETA	AILS OF A	PPLICATION	a d	
6.a TYPE OF LEAVE TO BE AVAIL	LED OF:		6.b DETAILS OF LEAV	Æ:	
□Adoption □Mandatory/Force □Maternity - 7 days Transfera caregiver	ble to father/alternat	te	In case of vacation/Special Privilege leave: ☐ Within the Philippines: ☐ Abroad (Pls. Specify):		
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□Special Emergency (Calamit □Special Leave Benefits for w □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, □Vacation	omen		In case of Study leave: □ 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 DAY	S APPLIED FOR		6.d COMMUTATION		
1 da	Ŋ		⊠ Requested □ Not Requested		
Inclusive	Dates		ud harribas		
04/26/2023 -	04/26/2023		BAN	DIBAS, YHENA L. nature of Applicant)	
	7. DETAILS O	F ACTION	ON APPLICATION		
7.a CERTIFICATION OF LEAVE C AS of: April 2023	REDITS		7.b RECOMMENDATION	ON:	
Total Earned	Vacation Leave Sick Leave		⊠ For Approval		
Less this Application Balance		1	☐ For Disapproval o	lue to:	
Dalance		1	Tomered		
HONEY SOFI	A V. COLIS		ELIZABETH S. QUEVEDO		
Human Resource M	anagement Office	Department of Pure and Applied Chemistry			
7.c APPROVED FOR:			7.d DISAPPROVED due to:		
1 day(s) with pay day(s) Others (Specify):	s) without pay		0.7		
		GARDO E nted Name and Jniversity Pr	. TULIN I Signature)		