### DAILY TIME RECORD $\underset{(NAME)}{\underline{BANDIBAS, KEVIN \ NICK \ S.}}$

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

Day	AM		PM			
	IN	OUT	IN	OUT	T/U	Total
1-SAT						Off
2-sun						Off
3-MON	7:13	12:01	12:05	4:45	13mins	7hrs 47mins
4-TUE	7:17	12:01	12:04	4:48	17mins	7hrs 43mins
						4hrs 42mins
5-WED	7:45	12:27				SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday *
8-SAT						Off
9-SUN						Off
<b>10-</b> MON						Holiday
11-TUE						SL
<b>12-</b> WED	7:14	1:04	1:10	5:13	14mins	7hrs 46mins
<b>13-</b> THU						VL
14-FRI						VL
15-SAT						Off
16-SUN						Off
17-MON						SL
18-TUE						SL
<b>19-</b> WED	9:00	1:01	1:03	4:01	1hr 1min	6hrs 59mins
<b>20-</b> THU	9:10	12:06	12:12	5:09	7mins	7hrs 53mins
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	9:07	12:57	12:59	4:37	32mins	7hrs 28mins
25-TUE	8:20	12:04	12:19	4:00	1hr 20mins	6hrs 40mins
26-WED						SL
<b>27-</b> 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.

KEVIN NICK'S. BANDIBAS

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

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)	
DOPAC	Bandibas		Kevin Nick	Suan	
DATE OF FILING 4. POSITION			5. SALARY (Monthly)		
04/12/2023	04/12/2023 Instructor I				
6. DETAILS OF APPLICATION					
6.a TYPE OF LEAVE TO BE AVAIL	LED OF:		6.b DETAILS OF LEAVE		
□Adoption □Mandatory/Force □Maternity - 7 days Transferable to father/alternate caregiver			In case of vacation/Special Privilege leave:  ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :		
□Maternity - additional 15 days for single mother □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			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 women □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation  Others:			(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		
Onicis.			□ Terminal Leave		
6.c NUMBER OF WORKING DAY	S APPLIED FOR	ł	6.d COMMUTATION		
1 da Inclusive 04/11/2023 -	Dates	BANDIBAS, KEVIN NICK S.  (Signature of Applicant)			
_	7. DETAI	LS OF ACTION	ON APPLICATION		
7.a CERTIFICATION OF LEAVE CREDITS AS of: April 2023			7.b RECOMMENDATION	N:	
Total Earned  Less this Application  Balance	acation Leave	Sick Leave  1  1  1	☑ For Approval ☐ For Disapproval du	e to:	
HONEY SOFI		ELIZABETH S. QUEVEDO  Department of Pure and Applied Chemistry			
		7.d DISAPPROVED due	to.		
7.c APPROVED FOR:  1 day(s) with pay day(s) without pay Others (Specify):			7.d DISAPPROVED due	<b>(0:</b>	
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			Kevin Nick	Suan	
3. DATE OF FILING 4. POSITION				5. SALARY (Monthly)	
04/04/2023 Instructor			tor I	-	
	6.	DETAILS OF A	APPLICATION	A	
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:	:	
□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)			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):  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		
6.c NUMBER OF WORKING DAY	S APPLIED FOR	₹	6.d COMMUTATION		
2 da Inclusive 04/13/2023 -	Dates	BANDIBAS, KEVIN NICK S.  (Signature of Applicant)			
	7. DETAI	LS OF ACTION	N ON APPLICATION	·	
.a CERTIFICATION OF LEAVE CREDITS AS of: April 2023  Vacation Leave   Sick Leave			7.b RECOMMENDATION  ☑ For Approval	N:	
Total Earned Less this Application	2	0.000	□ For Disapproval due	e to:	
Balance HONEY SOFI		ELIZABI	ETH S. QUEVEDO		
Human Resource M	anagement Offi	Department of Pure and Applied Chemistry			
7.c APPROVED FOR:  2 day(s) with pay Others (Specify):  day(	s) without pay	7.d DISAPPROVED due t	to:		
	<u> </u>	EDGARDO I (Printed Name at University F	E. TULIN nd Signature)	·	



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

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)	
DOPAC	Bandibas		Kevin Nick	Suan	
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)	
04/19/2023 Instructor I			or I		
	6.	PPLICATION	A		
6.a TYPE OF LEAVE TO BE AVAI	LED OF:		6.b DETAILS OF LEAVE:		
□Adoption □Mandatory/Force □Maternity - 7 days Transfera caregiver □Maternity - additional 15 day □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, C	ys for single mo	ther	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:		
□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:			(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 DAY	S APPLIED FOR	1	6.d COMMUTATION		
2 da Inclusive 04/17/2023 -	Dates		BANDIBAS, KEVIN NICK S.  (Signature of Applicant)		
	7. DETAI	LS OF ACTION	ON APPLICATION		
7.a CERTIFICATION OF LEAVE ( AS of: April 2023  V Total Earned Less this Application Balance	acation Leave	Sick Leave 2 2 2	7.b RECOMMENDATION  ☑ For Approval  ☐ For Disapproval due		
HONEY SOFIA V. COLIS			ELIZABETH S. QUEVEDO  Department of Pure and Applied Chemistry		
Human Resource M	anagement Offi	ce			
7.c APPROVED FOR:  2 day(s) with pay day(s) without pay Others (Specify):			7.d DISAPPROVED due to:		
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		Kevin Nick	Suan		
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)		
04/27/2023	04/27/2023 Instructor I			4		
6.a TYPE OF LEAVE TO BE AVAI	LED OF:		6.b DETAILS OF LEAVE:			
□Adoption □Mandatory/Force □Maternity - 7 days Transfera caregiver	able to father/alt	ternate	In case of vacation/Special Privilege leave:  ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :			
☐Maternity - additional 15 da ☐Monetization ☐Parental (Solo Parent) ☐Paternity			In case of Sick leave:  ☐ In Hospital (Pls. Specify):  ☑ Out Patient (Pls. Specify): At Home			
□Rehabilitation (Sec. 55, Rule XVI, □Sabbatical ⊠Sick	Omnibus Rules Impleme	enting E.O. No. 292)	In case of Special Leave (Specify Illness)	In case of Special Leave Benefits for Women: (Specify Illness)		
□Special Emergency (Calamit □Special Leave Benefits for w □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15	vomen		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	3	6.d COMMUTATION			
1 d	ay		☑ Requested ☐ Not Requested			
Inclusive 04/26/2023 -			BANDIBAS, KEVIN NICK S.  (Signature of Applicant)			
				ture of Applicant)		
T. OFDERFICATION OF LEAVE	7. DETAILS OF ACTION ON APPLICATION					
7.a CERTIFICATION OF LEAVE ( AS of: <u>April 2023</u>	CREDITS		7.b RECOMMENDATION	N:		
	acation Leave	Sick Leave	⊠ For Approval			
Total Earned  Less this Application		1	☐ For Disapproval du	e to:		
Balance		1	all	hero		
HONEY SOF	IA V. COLIS	1	ETH S. QUEVEDO			
Human Resource M	lanagement Offi	ice	Department of P	ure and Applied Chemistry		
7.c APPROVED FOR:  1 day(s) with pay Others (Specify):	(s) without pay	7.d DISAPPROVED due	to:			
EDGARDO E. TULIN						
(Printed Name and Signature) University President						