DAILY TIME RECORD RAMAL, ALLAN A.

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

Day	AM		PM		777	
	IN	OUT	IN	OUT	T/U	Total
1-тни	7:26	12:28	12:39	4:13		8hrs
2-FRI	7:43	12:06	12:32	4:55		8hrs .
3-SAT						Off
4-sun						Off
5-MON	7:43	12:20	12:49	4:22		8hrs
6-TUE	7:50	12:22	12:36	4:41		8hrs
7-WED	7:48	12:05	12:43	4:20	6mins	7hrs 54mins
8-THU						Absent
9-FRI	7:55	12:02	12:22	4:25		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:53	12:02	12:24	4:30		8hrs
13-TUE	7:52	12:04	12:38	4:44		8hrs
14-WED	7:54	12:17	12:25	4:42		8hrs
15-THU	7:31	12:20	12:43	4:58		8hrs
16-FRI						Absent
17-5AT						Off
18-SUN						Off
19-MON	6:47	1:27	1:29	4:55		8hrs
20-TUE	6:49	12:53	12:56	4:09		8hrs
21-WED	7:27	1:10	1:13	6:50		8hrs
22-ТНШ	6:51	12:59	1:00	4:41		8hrs
23-FRI	6:50	12:27	12:28	4:35		Bhrs
24-SAT						Off
25-sun						Off
26-MON	6:47	12:57	12:59	5:01		8hrs
27-TUE	6:56	12:01	12:02	4:30		8hrs
28-WED						Absent
29-тни		7				Absent
30-FRI						Absent

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.

ALLAN A. RAMAL

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry Civil Service Form 48

DAILY TIME RECORD RAMAL, ALLAN A.

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	170	Total
1-THU	7:26	12:28	12:39	4:13		8hrs
2-FRI	7:43	12:06	12:32	4:55		8hrs
3-SAT						Off
4-SUN				-		Off
5-MON	7:43	12:20	12:49	4:22		Bhrs
6-TUE	7:50	12:22	12:36	4:41		8hrs
7-WED	7:48	12:05	12:43	4:20	6mins	7hrs 54mins
8-THU						Absent
9-FRI	7:55	12:02	12:22	4:25		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:53	12:02	12:24	4:30		8hrs ·
13-TUE	7:52	12:04	12:38	4:44		Bhrs
14-WED	7:54	12:17	12:25	4:42		8hrs
15-THU	7:31	12:20	12:43	4:58		8hrs
16-FRI						Absent
17-SAT						Off
18-sun						Off
19-MON	6:47	1:27	1:29	4:55		8hrs
20-TUE	6:49	12:53	12:56	4:09		8hrs
21-WED	7:27	1:10	1:13	6:50		8hrs
22-THU	6:51	12:59	1:00	4:41	17	8hrs
23-FRI	6:50	12:27	12:28	4:35		8hrs
24-SAT						Off
25-SUN		-				Off
26-MON	6:47	12:57	12:59	5:01		8hrs
27-TUE	6:56	12:01	12:02	4:30		8hrs
28-WED						Absent
29-тни						Absent
30-FRI						Absent

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 ting of arrival at and departure from office.

ALLAN A. RAMAL

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 Ramal			Allan	Abenoja
DATE OF FILING 4. POSITION				5. SALARY (Monthly)
09/15/2022	Assoc	iate Professor \	7	anial barreformation
- militagration than are on your live	6. DETAILS	OF APPLICATIO	N	Cartes and the latest of the latest of
6.a TYPE OF LEAVE TO BE AVAI	LED OF:		6 b DETAIL	S OF LEAVE:
□Adoption □Educational Tour (Local) (UA) □Mandatory/Force □Maternity □Maternity - 7 days Transfers □Maternity - additional 15 da □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, 1) □Sabbatical ⊠Sick □Special Emergency (Calamit □Special Leave Benefits for we □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15. □Vacation Others: □	able to father/alternate care ys for single mother Omnibus Rules Implementing E.O. No. 29 ty)	egiver	In case of S ☐ Within ☐ Abroad In case of S ☐ In Hosp ☒ Out Pat In case of S (Specify Illi In case of S ☐ Comple ☐ BAR/Bo Other purp	oital (Pls. Specify): ident (Pls. Specify): home special Leave Benefits for Women: ness) Study leave: ition of Master's Degree ard Examination Review ose: cation of Leave Credits
	S APPLIED FOR 1 day aclusive Dates /2022 - 09/08/2022			RAMAL, ALLAN A. Signature of Applicant)
toget of plant position to	7. DETAILS OF ACT	ION ON APPLI	CATION	
7.a CERTIFICATION OF LEAVE (AS of: <u>September 2022</u>	CREDITS		7.b RECOM	MENDATION:
Elizabeth State Color	Vacation Leave	Sick Leave	□ For Ap	proval
Total Earned	ALTERNATION OF THE PARTY NAMED IN		Digital Section 2	and deady to describe thing >
Less this Application			☐ For Di	sapproval due to:
Balance	Carried Street, or other Designation of the Control			- e
	INA C. BIBERA of Payroll and Leave Bene	EVIZABETH S. QUEVEDO Department of Pure and Applied Chemistre		
7.c APPROVED FOR:day(s) with payday(s) Others (Specify):	without pay	7.d DISAPP	ROVED due to:	
hersity their has properly award that I	(Printed Nam	O E. TULIN ne and Signature) ty President	ell tax som ta q (a t a la solate)	



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Ramal	li li	Allan	Abenoja
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
09/15/2022	Associ	ate Professor V	,	world be not problem
exact all of the origin business	6. DETAILS O	F APPLICATIO	N	en terror c'el historio d'estral te
6.a TYPE OF LEAVE TO BE AVAIL	LED OF:		6.b DETAIL	S OF LEAVE:
□Adoption □Educational Tour (Local) (UAL) □Mandatory/Force □Maternity □Maternity - 7 days Transferal □Maternity - additional 15 day □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI. 0 □Sabbatical □Sick □Special Emergency (Calamity □Special Leave Benefits for will □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, □Vacation Others:	hle to father/alternate care 's for single mother mathematical mother mot	giver	In case of S ☐ In Hosp ☐ Out Pat In case of S (Specify Illa In case of S (Specify Illa Comple ☐ BAR/Bo Other purp	oital (Pls. Specify) : cient (Pls. Specify) : Special Leave Benefits for Women: ness) Study leave: cition of Master's Degree aard Examination Review ose: zation of Leave Credits
to have not not splicitly convoled to	S APPLIED FOR 1 day aclusive Dates 2022 - 09/16/2022		6.d COMM ■ Reque	
THE THE RELEASE SECTION IN	7. DETAILS OF ACT	TON ON APPLI	CATION	
7.a CERTIFICATION OF LEAVE C AS of: September 2022			_	MENDATION:
NAME OF THE OWNER OW	Vacation Leave	Sick Leave	☐ For Ar	pproval
Total Earned	du a populaka		- Lave	Section from Joseph and Section and Landscore
Less this Application	and the state of the		For Di	sapproval due to:
Balance	alternative to be a first of		,	~ who
- Video -	INA C. BIBERA of Payroll and Leave Bene	fits		TABETH S. QUEVEDO nt of Pure and Applied Chemistry
7.c APPROVED FOR: day(s) with payday(s) Others (Specify):	without pay	7.d DISAPE	PROVED due to:	
Same days his frequency of the 1998	EOGARI Printed Nar	DO E. TULIN me and Signature) ity President	one be our si	And reduced out the set of the se



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Ramal	Allan	Abenoja
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
09/21/2022	Associate Professor V		and lone brother
and committee from M.F.	6. DETAILS OF APPLICATIO	N	to all part or the land of the
6.a TYPE OF LEAVE TO BE AVAI	LED OF:	6.b DETAIL	S OF LEAVE:
	Omnibus Rules Implementing E.O. No. 292) Sy) /Omen	In case of S In case of S Out Pati In case of S (Specify Illn In case of S Complet Complet Complet	ital (Pls. Specify): ent (Pls. Specify): pecial Leave Benefits for Women: ess) tudy leave: ard Examination Review tion of Master's Degree tion of Doctorate Degree dion of PHD Degree esse: ation of Leave Credits
6.c NUMBER OF WORKING DAY	S APPLIED FOR	6.d COMMU	TATION
lı	1 day nclusive Dates /2022 - 09/28/2022	⊠ Reques	
AND INCOME OF SHAPE PROPERTY.	7. DETAILS OF ACTION ON APPLIC	CATION	
7.a CERTIFICATION OF LEAVE O AS of: September 2022	CREDITS	7.b RECOM	MENDATION:
70000	Vacation Leave Sick Leave SINA C. BIBERA I of Payroll and Leave Benefits	For Approval For Disapproval due to: ELIZABETH S. QUEVEDO Department of Pure and Applied Chemist	
7.c APPROVED FOR: day(s) with payday(s) Others (Specify):) without pay	7.d DISAPP	ROVED due to:
	EDGARDO E. TULIN (Printed Name and Signature) University President	d had some to digit of A. advantables	na title title atte til skarens i kanse sti Dannerti titt a dannen attribute d



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)	
DOPAC Ramal			Allan	Abenoja	
DATE OF FILING 4. POSITION				5. SALARY (Monthly)	
09/21/2022	Associ	iate Professor V			
	6. DETAILS O	OF APPLICATION			
G.a TYPE OF LEAVE TO BE AVAIDADO COMPANDA COMPAN	DCO Resolution No. 7, s. 2008 and OP Male to father/alternate care ys for single mother Dennibus Rules Implementing E.O. No. 29 Ty)	egiver	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: BAR/Board Examination Review Completion of Master's Degree Completion of PHD Degree Other purpose: Monetization of Leave Credits Terminal Leave		
	1 day nclusive Dates /2022 - 09/29/2022		6.d COMMU		
	7. DETAILS OF ACT				
7.a CERTIFICATION OF LEAVE C AS of: <u>September 2022</u>	REDITS		7.b RECOM	MENDATION:	
	Vacation Leave	Sick Leave	□ For Ap	proval	
Total Earned Less this Application Balance			□ For Disapproval due to:		
Office of the Head	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistr				
7.c APPROVED FOR: day(s) with pay day(s) Others (Specify):) without pay	7.d DISAPP	ROVED due to:		
	(Printed Nam	DO E. TULIN ne and Signature) ity President			



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7106; Local 1003 Email Address: ovpaa@vsu.edu.ph Website: www.vsu.edu.ph

ARRANGEMENT FOR CLASS(ES) MISSED

Name of Facult	Department		Date of Filing	
Traine or Labour	DoPAC		Date of Filing	
ALLAN A. RAMAL			2022	
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
Chem 149.1 – Analytical Chemistry 3 (Lab) (2 sections)	20 20	Make-up	class	
Esci 115a-Chemistry for Engineers 7:00-8:30 TTh 13:00-14:30 TTh 11:30-13:00 TTh		29 30 30		
Chem 172-Industrial Chemistry (1 section)	10:00-11:00 W	14		
Reason(s) of: Farm damage repair 8 a. Leave: Date(s)		b. Travel:	Date(s)	
Conforme:		F	Prepared by	
Name & Signature of person taking over the classes(s)	r			ALLAN A. RAMAL gnature of linstructor/Professor
	appe	roved by: H S. QUEVE re of Immedial Mar. 21, 2	e Supervisor	

*to be accomplished in 2 copies



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Ramal	Sa contemplate Marchal Inst	Allan	Abenoja
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
10/04/2022	Associ	ate Professor V		and leading to the
A Comment of the last of the last of the	6. DETAILS O	F APPLICATION		of to be additional distribution
6.a TYPE OF LEAVE TO BE AVAIL	ED OF:	hand bet at	6.b DETAIL	LS OF LEAVE:
□Adoption □Educational Tour (Local) (UADA □Mandatory/Force □Maternity □Maternity - 7 days Transferah □Maternity - additional 15 days □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, On □Sabbatical ⊠Sick □Special Emergency (Calamity □Special Leave Benefits for wo □Special Leave Privilege □Study □VAWC (RA No. \$262 / CSC MC No. 15, a. □Vacation Others:	ole to father/alternate care is for single mother unibus Rules Implementing E.O. No. 28 omen	giver	☐ Within ☐ Abroad In case of : ☐ In Hos ☒ Out Pa In case of : ☐ Specify Ill In case of : ☐ BAR/Be ☐ Comple ☐ Comple ☐ Comple ☐ Comple	pital (Pls. Specify): tient (Pls. Specify): at home Special Leave Benefits for Women: ness) Study leave: oard Examination Review etion of Master's Degree etion of PHD Degree bose: ization of Leave Credits
	APPLIED FOR 1 day clusive Dates 2022 - 09/30/2022		6.d COMM ⊠ Reque	
	7. DETAILS OF ACT	ION ON APPLICA	TION	
7.a CERTIFICATION OF LEAVE CI AS of: October 2022	REDITS		7.b RECOM	MMENDATION:
dal appropriation of the	Vacation Leave	Sick Leave	□ For A	pproval
Total Earned				
Less this Application	Sens History T. A.T.	-	□ For D	isapproval due to:
Balance				== 9/
REGI Office of the Head	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemist			
7.c APPROVED FOR:	without pay	109	7.d DISAPI	PROVED due to:
perfective life straight appropriate size		OO E. TULIN ne and Signature) ity President		The state of the s