

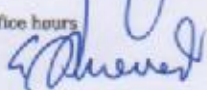
DAILY TIME RECORD**RAMAL, ALLAN A.**
(NAME)For the month of
September 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:26	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-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		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-THU						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. QUEVEDODepartment Head
Department of Pure and Applied Chemistry**DAILY TIME RECORD****RAMAL, ALLAN A.**
(NAME)For the month of
September 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

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7-WED	7:48	12:05	12:43	4:20	6mins	7hrs 54mins
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ALLAN A. RAMAL

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDODepartment Head
Department of Pure and Applied Chemistry



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	Ramal	Allan	Abenoja
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
09/15/2022	Associate Professor V		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009) <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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) : home In case of Special Leave Benefits for Women: (Specify illness) In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.c NUMBER OF WORKING DAYS APPLIED FOR 1 day Inclusive Dates 09/08/2022 - 09/08/2022	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested RAMAL, ALLAN A. (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>September 2022</u> <table border="1"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits		Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			7.b RECOMMENDATION: <input 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													
Less this Application													
Balance													
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



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	Ramal	Allan	Abenoja
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
09/15/2022	Associate Professor V		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009) <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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 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 checked="" type="checkbox"/> Vacation Others: _____	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Marabut Samar</u> <input type="checkbox"/> Abroad (Pls. Specify) : _____ In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : _____ <input type="checkbox"/> Out Patient (Pls. Specify) : _____ In case of Special Leave Benefits for Women: (Specify illness) _____ In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
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6.c NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> Inclusive Dates <u>09/16/2022 - 09/16/2022</u>	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <u>RAMAL, ALLAN A.</u> (Signature of Applicant)
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7. DETAILS OF ACTION ON APPLICATION

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	Vacation Leave	Sick Leave											
Total Earned													
Less this Application													
Balance													
7.c APPROVED FOR: <u> </u> day(s) with pay <u> </u> 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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

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		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009) <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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 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 type="checkbox"/> Out Patient (Pls. Specify) : 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 <div style="text-align: center;">1 day Inclusive Dates 09/28/2022 - 09/28/2022</div>	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> RAMAL, ALLAN A. (Signature of Applicant) </div>

7. DETAILS OF ACTION ON APPLICATION

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EDGARDO E. TULIN
(Printed Name and Signature)
University President



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

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APPLICATION FOR LEAVE

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														
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6.c NUMBER OF WORKING DAYS APPLIED FOR <p style="text-align: center;">1 day Inclusive Dates 09/29/2022 - 09/29/2022</p>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;">RAMAL, ALLAN A. (Signature of Applicant)</p>													
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 EDGARDO E. TULIN (Printed Name and Signature) University President															



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
ALLAN A. RAMAL		DoPAC	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)	13:00-16:00 MW 16:00-19:00 MW	20 20	Make-up class
Esci 115a-Chemistry for Engineers (lec) (3 sections)	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 & cleaning the house	
a. Leave: Date(s) <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> others (Pls. specify) <u>Force Leave</u>	b. Travel: Date(s) _____
Sept. 28-29, 2022	

Conforme: _____ Name & Signature of person taking over the classes(s)	Prepared by: ALLAN A. RAMAL Name & Signature of Instructor/Professor
Approved by: ELIZABETH S. QUEVEDO Name & Signature of Immediate Supervisor Date: <u>September 21, 2022</u>	

*to be accomplished in 2 copies



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	Ramal	Allan	Abenoja
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
10/04/2022	Associate Professor V		

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) : **at home**

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 Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR**1 day**

Inclusive Dates

09/30/2022 - 09/30/2022**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

RAMAL, ALLAN A.

(Signature of Applicant)

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

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

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