Civil Service Form 48

DAILY TIME RECORD MANAGBANAG, NORBERTO M.

For the month of December 1 - 31, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Post	AM		PM		-	
Day	IN	OUT	IN	OUT	T/U	Total
1 -THU	5:18	10:26	12:52	5:17		8hrs
2-FRI	5:11	11:12	12:50	5:11		8hrs
3-SAT						Off
4-SUN						Off
5-MON	5:22	10:30	12:49	5:14		8hrs
6-TUE	5:12	10:15	12:20	5:15		8hrs
7-WED	5:20	10:37	1:00	5:18		8hrs
8-тни						Holiday
9-FRI	5:20	10:27	12:58	5:15		8hrs
10-SAT						Off
11-SUN						Off
12-MON	5:22	10:22	12:50	5:11		8hrs
13-TUE	5:13	10:16	12:32	5:12		8hrs *
14-WED	5:12	11:06	12:56	5:12		8hrs
15-THU	5:16	10:09	12:52	5:10		8hrs
16-FRI	5:22	10:16	12:49	5:14		8hrs
17-SAT						Off
18-SUN						Off
19-MON	5:17	10:25	12:56	5:06		8hrs
20-TUE	5:24	10:15	12:37	5:03		8hrs
21-WED	5:43	10:05	12:47	5:03		8hrs
22-тни	-					SPL
23-FRI						SPL
24-SAT						Off
25-sun						Off
26-MON						Holiday
27-TUE	5:43	10:04	12:53	5:02		8hrs
28-WED						FL.
29-ТНU				-		FL.
30-FRI						Holiday
31-SAT						Off

I CERTIFY on my honor that the above is true and correct report of the hours of Werk performed record of which was made daily at the time of arrival at and departure from office.

NORBERTO M. MANAGBANAG

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department 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)	September 100 of 10	(First)	(Middle)
DOPAC	Managbanag		Norberto	Modina
3. DATE OF FILING	4. POSITION	Contribution of		5. SALARY (Monthly)
12/09/2022	circle stronged lines m	Administrativ	ve Aide I	oned harm Tipul
week to be the drawn to	6.	DETAILS OF	APPLICATION	to state of the fact of the fact of
6.a TYPE OF LEAVE TO BE A □Adoption	VAILED OF:	licitori e	6.b DETAILS OF	adjustment frohist of the Life between
☐Mandatory/Force ☐Maternity ☐Maternity - 7 days Trans caregiver			In case of vacation/Special Privilege leave: ☑ Within the Philippines: within Baybay ☐ 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	
☐Maternity - additional 1: ☐Monetization ☐Parental (Solo Parent) ☐Paternity				
□Rehabilitation (Sec. S5, Rule □Sabbatical □Sick	XVI. Omnibus Rules Implen	nenting E.O. No. 292)		
□Special Emergency (Cal □Special Leave Benefits f ⊠Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC N	or women			
Others:		and labour SI		
6.c NUMBER OF WORKING	DAYS APPLIED FO	R	6.d COMMUTAT	ION BALK PROPERTY
Inch	2 days usive Dates			□ Not Requested
12/22/20	22 - 12/23/2022		MANAGBANAG, NORBERTO M. (Signature of Applicant)	
Constitution of the Party of th	7. DETA	ILS OF ACTIO	N ON APPLICATI	ON
7.a CERTIFICATION OF LEA AS of: <u>December 2022</u>	VE CREDITS	all all booth Pi	7.b RECOMMEN	
	Vacation Leave	Sick Leave	☐ For Approva	al
Total Earned	19.364	54.799		Salarana and Amara and Bag articipanos
Less this Application	-	Natural St.	☐ For Disappr	roval due to:
Balance	19.364	54.799		aprieval
REGIN	A C. BIBERA	såmiljedy. El	ELIZABETH S. QUEVEDO	
Office of the Head of	Payroll and Leave	Benefits	Departm	ent of Pure and Applied Chemistry
7.c APPROVED FOR: day(s) with paydi Others (Specify):	ay(s) without pay	(20)	7.d DISAPPROVED due to:	
Soder der bei deutst sten		fr 90m	wed	
	_	(Printed Name as University I		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

	Name (Last)		(First)	(Middle)
DOPAC	Managbana	g	Norberto	Modina
. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
12/27/2022	Administrative Aide I			
	6.	DETAILS OF A	APPLICATION	
a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF	LEAVE:
□Adoption Mandatory/Force □Maternity □Maternity - 7 days Transfearegiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Calat □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. □Vacation Others:	days for single mo	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		
Inclus	AYS APPLIED FOI Lday sive Dates 2 - 12/28/2022	6.d COMMUTATION ☑ Requested ☐ Not Requested MANAGBANAG, NORBERTO M. (Signature of Applicant)		
	7 DETA	II S OF ACTIO	N ON APPLICATION	ON
a CERTIFICATION OF LEAV AS of: <u>December 2022</u>	E CREDITS		7.b RECOMMEN	
	Vacation Leave	Sick Leave	☐ For Approva	al .
Total Earned	19.114	55.549	☐ For Disappr	oval due to:
Less this Application	10.111	FF F 40	La rot bisappi	A /
Balance	18.114	55.549		mered
Office of the Head of I	C. BIBERA Payroll and Leave y(s) without pay	Departm	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry 7.d DISAPPROVED due to:	

(Printed Name and Signature) University President



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Stamp of Date of Receipt

Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

OFFICE/DEPT./DIVISION Name (Last) ((First)	(Middle)		
DOPAC	Managbana	g	Norberto	Modina	
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)	
12/27/2022	12/27/2022 Administrativ				
	6.	DETAILS OF	APPLICATION		
6.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF	LEAVE:	
□ Adoption ☑ Mandatory/Force □ Maternity □ Maternity - 7 days Trans caregiver □ Maternity - additional 1: □ Monetization □ Parental (Solo Parent) □ Paternity □ Rehabilitation (Sec. 55, Rule □ Sabbatical □ Sick □ Special Emergency (Calculus Calculus Calc	days for single me XVI, Omnibus Rules Implem smity) or women	other	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		
	DAYS APPLIED FO 1 day sive Dates 22 - 12/29/2022	R	6.d COMMUTATION Requested Not Requested MANAGBANAG, NORBERTO M. (Signature of Applicant)		
	7. DETA	ILS OF ACTIO	N ON APPLICATION	ON	
7.a CERTIFICATION OF LEA AS of: <u>December 2022</u>			7.b RECOMMENDATION:		
Total Earned	Vacation Leave 19.114	Sick Leave 55.549	☐ For Approva		
Less this Application Balance	18.114	55.549	☐ For Disappro	oval due to:	
	A C. BIBERA		ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
7.c APPROVED FOR: day(s) with paydi Others (Specify):	ny(s) without pay		7.d DISAPPROVE	D due to:	
•	1	4 GO hre	wed		

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