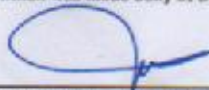


DAILY TIME RECORD
MANAGBANAG, NORBERTO M.
(NAME)

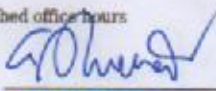
For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
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-THU						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-THU						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-THU						FL
30-FRI						Holiday
31-SAT						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.


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)	(First)	(Middle)
DOPAC	Managbanag	Norberto	Modina
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
12/09/2022	Administrative Aide I		

6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption</p> <p><input type="checkbox"/> Mandatory/Force</p> <p><input type="checkbox"/> Maternity</p> <p><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver</p> <p><input type="checkbox"/> Maternity - additional 15 days for single mother</p> <p><input type="checkbox"/> Monetization</p> <p><input type="checkbox"/> Parental (Solo Parent)</p> <p><input type="checkbox"/> Paternity</p> <p><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sabbatical</p> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Special Emergency (Calamity)</p> <p><input type="checkbox"/> Special Leave Benefits for women</p> <p><input checked="" type="checkbox"/> Special Leave Privilege</p> <p><input type="checkbox"/> Study</p> <p><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input checked="" type="checkbox"/> Within the Philippines : <u>within Baybay</u></p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
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<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>2 days</u></p> <p>Inclusive Dates</p> <p><u>12/22/2022 - 12/23/2022</u></p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p><u>MANAGBANAG, NORBERTO M.</u></p> <p>(Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>December 2022</u></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>19.364</td> <td>54.799</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>19.364</td> <td>54.799</td> </tr> </tbody> </table> <p>REGINA C. BIBERA</p> <p>Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned	19.364	54.799	Less this Application			Balance	19.364	54.799	<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p><u>approved</u></p> <p>ELIZABETH S. QUEVEDO</p> <p>Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned	19.364	54.799											
Less this Application													
Balance	19.364	54.799											
<p>7.c APPROVED FOR:</p> <p>___ day(s) with pay ___ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

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	Managbanag	Norberto	Modina
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
12/27/2022	Administrative Aide I		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
☒ 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) :

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

12/28/2022 - 12/28/2022

6.d COMMUTATION

☒ Requested ☐ Not Requested

MANAGBANAG, NORBERTO M.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: **December 2022**

	Vacation Leave	Sick Leave
Total Earned	19.114	55.549
Less this Application		
Balance	18.114	55.549

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



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

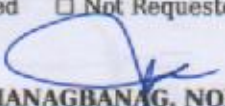
Stamp of Date of Receipt

APPLICATION FOR LEAVE

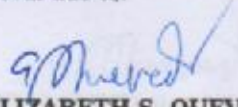
1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Managbanag	Norberto	Modina
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
12/27/2022	Administrative Aide I		

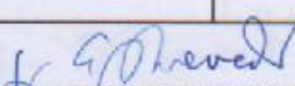
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<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>1 day</u></p> <p>Inclusive Dates</p> <p><u>12/29/2022 - 12/29/2022</u></p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p></p> <p>MANAGBANAG, NORBERTO M.</p> <p>(Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>December 2022</u></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>19.114</td> <td>55.549</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>18.114</td> <td>55.549</td> </tr> </tbody> </table> <p>REGINA C. BIBERA</p> <p>Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned	19.114	55.549	Less this Application			Balance	18.114	55.549	<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p></p> <p>ELIZABETH S. QUEVEDO</p> <p>Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned	19.114	55.549											
Less this Application													
Balance	18.114	55.549											
<p>7.c APPROVED FOR:</p> <p>____ day(s) with pay ____ day(s) without pay</p> <p>Others (Specify): _____</p>	<p>7.d DISAPPROVED due to:</p>												


EDGARDO E. TULIN

(Printed Name and Signature)
University President