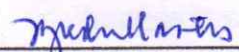


# **DAILY TIME RECORD** **EDULLANTES, MELODINA P.** (NAME)

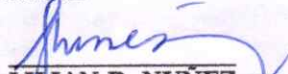
For the month of  
**October 1 - 31, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						COVIDVL
4-TUE	7:49	12:05	12:11	5:03		8hrs
5-WED	7:40	12:03	12:09	5:00		8hrs
6-THU	7:52	12:02	12:11	5:00		8hrs
7-FRI	8:07	12:30	12:00	5:01	7mins	7hrs 53mins
8-SAT						Off
9-SUN						Off
10-MON	7:23	12:03	12:11	5:01		8hrs
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON	8:31	12:30	12:46	5:00	31mins	7hrs 29mins
18-TUE	7:22	12:15	12:40	5:00		8hrs
19-WED	7:44	12:10	12:41	5:00		8hrs
20-THU						Holiday
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	9:03	12:00	1:00	5:10	1hr 3mins	6hrs 57mins
25-TUE						OB
26-WED						OB
27-THU						OB
28-FRI	7:26	12:02	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

  
**MELODINA P. EDULLANTES**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**  
Department Head

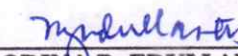
Barangay Integrated Development Approach for Nutrition Improvement

# **DAILY TIME RECORD** **EDULLANTES, MELODINA P.** (NAME)

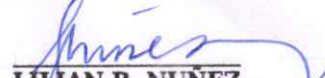
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**MELODINA P. EDULLANTES**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**  
Department Head

Barangay Integrated Development Approach for Nutrition Improvement





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)
<b>BIDANI</b>	<b>Edullantes</b>	<b>Melodina</b>	<b>Petilos</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>10/04/2022</b>	<b>Science Research Specialist I</b>		

**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: COVID-19 Vaccination Leave

**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

10/03/2022 - 10/03/2022

**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

EDULLANTES, MELODINA P.

(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	24.483	1.25
Less this Application		
Balance	24.483	1.250

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

**7.c APPROVED FOR:**

1 day(s) with pay    \_\_\_ day(s) without pay

Others (Specify):

**7.d DISAPPROVED due to:**

EDGARDO E. TULIN

(Printed Name and Signature)  
University President