

# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

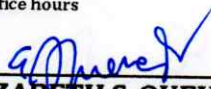
For the month of  
 January 1 - 31, 2022  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						
4-TUE						
5-WED						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						
11-TUE						
12-WED						
13-THU						
14-FRI						
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:10	1:00	5:05		
18-TUE	8:00	12:05	12:55	5:10		
19-WED	8:00	12:00	1:00	5:15		
20-THU	8:00	12:05	12:50	5:05		
21-FRI	8:00	12:05	12:50	5:00		
22-SAT						Off
23-SUN						Off
24-MON						
25-TUE						
26-WED						
27-THU						
28-FRI						
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:15	12:45	5:05		

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry

# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

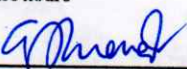
For the month of  
 January 1 - 31, 2022  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						
4-TUE						
5-WED						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						
11-TUE						
12-WED						
13-THU						
14-FRI						
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:10	1:00	5:05		
18-TUE	8:00	12:05	12:55	5:10		
19-WED	8:00	12:00	1:00	5:15		
20-THU	8:00	12:05	12:50	5:05		
21-FRI	8:00	12:05	12:50	5:00		
22-SAT						Off
23-SUN						Off
24-MON						
25-TUE						
26-WED						
27-THU						
28-FRI						
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:15	12:45	5:05		

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry

(Printed Name and Signature)  
 University President



# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

For the month of  
**February 1 - 28, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SICK LEAVE
3-THU						VACATION LEAVE
4-FRI						VACATION LEAVE
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:06	12:45	5:00		
8-TUE	8:00	12:05	12:50	5:05		
9-WED	8:00	12:05	12:55	5:00		
10-THU	8:00	12:07	12:54	5:01		
11-FRI	8:00	12:02	12:59	5:00		
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:05	12:55	5:30		
15-TUE	7:00	12:07	12:54	5:03		
16-WED	8:00	12:00	12:56	5:30		
17-THU	7:00	12:03	12:59	5:05		
18-FRI						SICK LEAVE
19-SAT						Off
20-SUN						Off
21-MON						VACATION LEAVE
22-TUE	7:00	12:10	12:53	5:00		
23-WED	7:58	12:05	12:52	5:30		
24-THU	7:00	12:10	12:55	5:05		
25-FRI						Holiday
26-SAT						Off
27-SUN						Off
28-MON	7:59	12:01	12:45	5:31		

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry

# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:00	12:00	12:51	5:05		
2-WED	8:00	12:05	12:54	5:30		
3-THU	7:00	12:00	12:55	5:03		
4-FRI	8:00	12:05	12:55	5:01		
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:00	12:55	5:31		
8-TUE	7:00	12:07	12:54	5:06		
9-WED	8:00	12:10	12:58	5:30		
10-THU	7:00	12:02	12:57	5:07		
11-FRI	8:00	12:03	12:55	5:05		
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:05	12:57	5:30		
15-TUE	7:00	12:08	12:55	5:05		
16-WED	8:00	12:06	12:55	5:31		
17-THU	7:00	12:05	12:54	5:04		
18-FRI	8:00	12:02	12:59	5:05		
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:01	12:45	5:32		
22-TUE	7:00	12:03	12:50	5:04		
23-WED	7:55	12:07	12:55	5:30		
24-THU	7:00	12:08	12:57	5:01		
25-FRI	8:00	12:05	12:59	5:03		
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:05	12:55	5:31		
29-TUE	7:00	12:04	12:55	5:04		
30-WED	8:00	12:04	12:54	5:30		
31-THU	7:00	12:03	12:56	5:06		

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry



**DAILY TIME RECORD**  
**BANDIBAS, KEVIN NICK S.**  
(NAME)

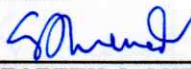
For the month of  
**April 1 - 30, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						VACATION LEAVE
2-SAT						Off
3-SUN						Off
4-MON						VACATION LEAVE
5-TUE	7:00	12:01	12:51	5:08		
6-WED	8:00	12:04	12:56	5:30		
7-THU	7:00	12:01	12:50	5:05		
8-FRI	8:00	12:05	12:45	5:02		
9-SAT						Off
10-SUN						Off
11-MON						"AGATON" SUSPENDED 8:00 am - 5:00 pm
12-TUE						"AGATON" SUSPENDED 8:00 am - 5:00 pm
13-WED						"AGATON" SUSPENDED 8:00 am - 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON						CALAMITY LEAVE
19-TUE						CALAMITY LEAVE
20-WED						SICK LEAVE
21-THU	7:00	12:00	12:56	5:02		
22-FRI	8:00	12:00	12:59	5:01		
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:05	12:56	5:30		
26-TUE						CALAMITY LEAVE
27-WED						CALAMITY LEAVE
28-THU	7:00	12:05	12:56	5:01		
29-FRI	8:00	12:10	12:58	5:02		
30-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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
Department Head  
Department of Pure and Applied Chemistry



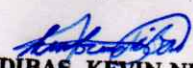
Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

**APPLICATION FOR LEAVE**

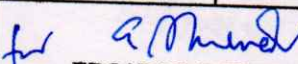
e (Last)	(First)	(Middle)
andibas	Kevin Nick	Suan
SITION	5. SALARY (Monthly)	
Instructor I		

**6. DETAILS OF APPLICATION**

F:	6.b DETAILS OF LEAVE:
ather/alternate	In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Southern Leyte</u> <input type="checkbox"/> Abroad (Pls. Specify) :
ngle mother	In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :
es Implementing E.O. No. 292)	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
ED FOR	6.d COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested
22	 <b>BANDIBAS, KEVIN NICK S.</b> (Signature of Applicant)

**DETAILS OF ACTION ON APPLICATION**

leave	Sick Leave	7.b RECOMMENDATION:
		<input type="checkbox"/> For Approval
		<input type="checkbox"/> For Disapproval due to:
		 <b>ELIZABETH S. QUEVEDO</b> Department of Pure and Applied Chemistry
ave Benefits		7.d DISAPPROVED due to:
ay		

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



# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

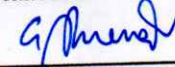
For the month of  
**May 1 - 31, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:00	12:01	1:00	5:31		8hrs
3-TUE						Holiday
4-WED	6:51	12:03	1:00	5:30		8hrs
5-THU	6:49	12:00	12:58	5:01		8hrs
6-FRI	7:57	12:02	12:16	5:04		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED	6:56	12:51	12:56	5:31		8hrs
12-THU	6:52	12:54	12:59	5:05		8hrs
13-FRI	7:55	12:02	12:17	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	6:55	12:01	12:12	5:31		8hrs
17-TUE	6:43	12:08	12:37	5:04		8hrs
18-WED	6:40	12:04	12:16	5:32		8hrs
19-THU	6:39	12:09	12:33	5:45		8hrs
20-FRI	7:58	12:17	12:39	5:33		8hrs
21-SAT						Off
22-SUN						Off
23-MON	6:59	12:00	1:00	5:30		8hrs
24-TUE						Absent
25-WED	6:52	12:03	12:28	5:34		8hrs
26-THU	6:51	12:01	12:51	5:27		8hrs
27-FRI	7:57	12:03	12:39	5:01		8hrs
28-SAT						Off
29-SUN						Off
30-MON	6:56	12:00	1:00	5:40		8hrs
31-TUE	6:39	12:00	1:00	5:55		8hrs

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
Department Head  
Department of Pure and Applied Chemistry

ic of the Philippines

**STATE UNIVERSITY**  
Baybay City, Leyte

Stamp of Date of Receipt

## **ATION FOR LEAVE**

(First)	(Middle)
<b>Kevin Nick</b>	<b>Suan</b>
5. SALARY (Monthly)	
Instructor I	

## **S OF APPLICATION**

### 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:  
☐ Completion of Master's Degree  
☐ BAR/Board Examination Review

Other purpose:  
☐ Monetization of Leave Credits  
☐ Terminal Leave

### 6.d COMMUTATION


☐ Requested ☒ Not Requested

  
**BANDIBAS, KEVIN NICK S.**  
(Signature of Applicant)

## **ON ON APPLICATION**

### 7.b RECOMMENDATION:

☐ For Approval  
☐ For Disapproval due to:

  
**ELIZABETH S. QUEVEDO**  
Department of Pure and Applied Chemistry

### 7.d DISAPPROVED due to:

**. TULIN**

(Signature)  
President



# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:55	12:51	12:57	5:41		8hrs
2-THU	6:41	12:02	12:21	5:17		8hrs
3-FRI	7:42	12:01	12:10	5:25		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:43	12:44	12:58	6:06		8hrs
7-TUE	6:45	12:01	12:28	5:07		8hrs
8-WED	6:48	12:01	12:16	5:34		8hrs
9-THU	6:59	12:01	12:20	5:59		8hrs
10-FRI	7:56	12:03	12:17	5:23		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:55	12:00	1:00	5:00		8hrs
14-TUE						Absent
15-WED	6:57	12:00	1:00	5:40		8hrs
16-THU	7:00	12:00	12:21	5:58		8hrs
17-FRI	8:00	12:01	12:19	7:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:10	12:30	5:59		8hrs
21-TUE	8:00	12:07	12:54	6:09		8hrs
22-WED	8:00	12:16	12:30	6:44		8hrs
23-THU	8:00	12:06	12:45	5:15		8hrs
24-FRI	8:00	12:03	12:34	5:12		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:11	12:15	12:22	5:13		8hrs
28-TUE	7:25	12:00	1:00	5:00		8hrs
29-WED	8:01	12:00	1:00	5:18		8hrs
30-THU						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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
Department of Pure and Applied Chemistry

of the Philippines

**STATE UNIVERSITY**

Baybay City, Leyte

Stamp of Date of Receipt

## **ATION FOR LEAVE**

(First)	(Middle)
<b>Kevin Nick</b>	<b>Suan</b>
5. SALARY (Monthly)	
Instructor I	

## **ILS OF APPLICATION**

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) : <b>At home</b>	
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.d COMMUTATION	
<input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested	
<b>BANDIBAS, KEVIN NICK S.</b>	
(Signature of Applicant)	

## **ACTION ON APPLICATION**

7.b RECOMMENDATION:	
<input type="checkbox"/> For Approval	
<input type="checkbox"/> For Disapproval due to:	
<b>ELIZABETH S. QUEVEDO</b>	
Department of Pure and Applied Chemistry	
7.d DISAPPROVED due to:	
<b>GARDO E. TULIN</b>	
(Printed Name and Signature)	
University President	