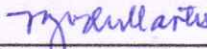


DAILY TIME RECORD
EDULLANTES, MELODINA P.
(NAME)

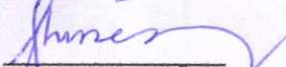
For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						OB
2-TUE	7:56	12:11	12:30	5:02		8hrs
3-WED	7:27	12:15	12:18	5:03		8hrs
4-THU	7:12	12:02	12:10	5:03		8hrs
5-FRI	7:07	12:22	12:27	5:01		8hrs
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE						SL
10-WED						SL
11-THU						SL
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON			12:29	5:03	4hrs	4hrs
16-TUE	7:46	12:03	12:49	5:11		8hrs
17-WED						OB
18-THU	7:27	12:07	12:25	5:02		8hrs
19-FRI	7:31	12:11	12:22	5:14		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:08	12:29	7:04		8hrs
23-TUE	8:28	12:28	12:59	4:28	1hr	7hrs
24-WED						SL
25-THU						SL
26-FRI						SL
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE						SL
31-WED						SL

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

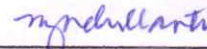
Barangay Integrated Development Approach for Nutrition Improvement

DAILY TIME RECORD
EDULLANTES, MELODINA P.
(NAME)

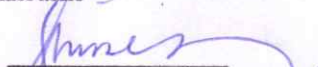
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MELODINA P. EDULLANTES

VERIFIED as to prescribed office hours


LILIAN B. NUNEZ
Department Head

Barangay Integrated Development Approach for Nutrition Improvement

Scan Here



TO-2022-0726-51185

Date

Name : Melodina P. Edullantes
Designation : Science Research Specialist
Destination : Ormoc City

M. Edullantes
Signature

Date of Travel : August 1, 2022
Purpose : To provide technical backstopping during the culmination of Nutrition Month Celebration in partnership with the LGU & Local Nutrition Council.

Total Expenses: _____
Source of Funds: _____
Transportation: [] University Vehicle
[x] Public Conveyance

Noted/Verified:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Immediate Supervisor

RECOMMENDING APPROVAL:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Dept. Head/Director

In-charge of funds (If other than the
Dept/Office Head)

VP for Res. Extn. & Innovation

APPROVED:

Edgardo E. Tulin
EDGARDO E. TULIN
President F&Hw



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):

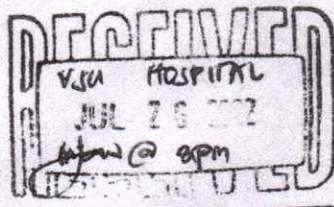
- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☒ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

Melodina P. Edullantes
MELODINA P. EDULLANTES
Travelling Employee

Noted/verified except Clearance from Nurse :

Lilian B. Nuñez
LILIAN B. NUÑEZ
Name of Office Head/Supervisor



revised approval
A. L. Nuñez
7/26/22



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)
BIDANI	Edullantes	Melodina	Petilos
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
08/15/2022	Science Research Specialist 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) : **Home Medication**

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.c NUMBER OF WORKING DAYS APPLIED FOR

5 days

Inclusive Dates

08/08/2022 - 08/12/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

Edullantes
EDULLANTES, MELODINA P.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: **August 2022**

	Vacation Leave	Sick Leave
Total Earned	35.358	1.875
Less this Application		
Balance	35.358	1.875

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

Lilian B. Nuñez
LILIAN B. NUÑEZ

Institute for Strategic Research & Development Studies

7.c APPROVED FOR:

____ day(s) with pay ____ day(s) without pay
Others (Specify):

7.d DISAPPROVED due to:

Edgardo E. Tulin
EDGARDO E. TULIN

(Printed Name and Signature)
University President

Scan Here



TO-2022-0816-55663

08/17/22

Date

Name : Melodina P. Edullantes
Designation : Science Research Specialist
Destination : Baybay City

Signature

Date of Travel : August 17, 2022
Purpose : To provide technical backstopping during BNS meeting and monitor PNEA implementation.

Total Expenses: _____
Source of Funds: _____
Transportation: [] University Vehicle
[x] Public Conveyance

Noted/Verified:

LILIAN B. NUÑEZ
Immediate Supervisor

RECOMMENDING APPROVAL:

LILIAN B. NUÑEZ
Dept. Head/Director

In-charge of funds (If other than the
Dept./Office Head)

VP for Res, Extn. & Innovation

APPROVED:

EDGARDO E. TUIN
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

**CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):**

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Certified Correct:

MELODINA P. EDULLANTES
Travelling Employee

Noted/verified except Clearance from Nurse :

LILIAN B. NUÑEZ
Name of Office Head/Supervisor



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

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09/01/2022	Science Research Specialist I														
6. DETAILS OF APPLICATION															
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6.c NUMBER OF WORKING DAYS APPLIED FOR <div style="text-align: center;">5 days Inclusive Dates 08/24/2022 - 08/31/2022</div>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> EDULLANTES, MELODINA P. (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>September 2022</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">35.441</td> <td style="text-align: center;">2.583</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">35.441</td> <td style="text-align: center;">2.583</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits </div>			Vacation Leave	Sick Leave	Total Earned	35.441	2.583	Less this Application			Balance	35.441	2.583	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center;"> LILIAN B. NUÑEZ Institute for Strategic Research & Development Studies </div>	
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 EDGARDO E. TULIN (Printed Name and Signature) University President															