Civil Service Form 48

DAILY TIME RECORD EDULLANTES, MELODINA P.

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

Day	AM		PM		T. (1)	Terri
	IN	OUT	IN	OUT	T/U	Total
1-MON	H		9/1		100	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				100		SL
9-TUE			1			SL
10-WED						SL
11- THU						SL
12-FRI						SL
13-SAT						Off
14-sun						Off
15-MON		1	12:29	5:03	4hrs	4hrs
16-TUE	7:46	12:03	12:49	5:11		8hrs
17-WED					118	OB
18- THU	7:27	12:07	12:25	5:02		8hrs -
19-FRI	7:31	12:11	12:22	5:14	U Q	8hrs
20-SAT						Off
21-SUN			-	73-		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					7 39	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.

myskullartis MELODINA P. EDULLANTES

VERIFIED as to prescribed office h

LILIAN B. NUÑEZ Department Head

Barangay Integrated Development Approach for Nutrition Improvement

Civil Service Form 48

DAILY TIME RECORD EDULLANTES, MELODINA P.

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Day	AM		PM		mar	
	IN	OUT	IN	OUT	T/U	Tota
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5-FRI	7:07	12:22	12:27	5:01		8hrs
6-SAT						Off
7-sun	r L E		21.15			Off
8-MON						SL
9-TUE	No.		4/1-			SL
10-WED			E TO			SL
11- THU					To the	SL
12-FRI						SL
13-SAT						Off
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25-тни						SL
26-FRI						SL
27-SAT						Off
28-SUN		- 3-1				Off
29-MON						Holiday
30-TUE						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.

SI

MELODINA P. EDULLANTES

modullantis

VERIFIED as to prescribed office hours

31-WED

Department Head Barangay Integrated Development Approach for Nutrition Improvement TO-2022-0726-51185

Date

DILL

Name	: Melodina P. Edullantes markella
Designation	: Science Research Specialist Signature
Destination	Ormoc City
Date of Travel	: August 1, 2022
Purpose	To provide technical backstopping during the culm
	nation of Nutrition Month Celebration in part-
	nership with the LGU & Local Nutrition Council.
•	
Total Expenses Source of Fund	
Transportation:	YM 프랑테어, 프라이어트 (METERS METERS MET
	[x] Public Conveyance
Noted/Verifie	LILIAN B. NUÑEZ
RECOMMENDII.	NG APPROVAL:
	Dept.Head/Director
	In-charge of funds (If other than the Dept/Office Head)
	VP for Res, Extn. & Innovation
APPROVED:	o Gerent



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

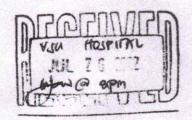
CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

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:
my Culpanty
MELODINA P. EDULLANTES
Travelling Employee

Noted/verified except Clearance from Nurse :

LILIAN B. NUÑEZ
Name of Office Head/Supervised

round appli





Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISIO	Name (Las	t)	(First)	(Middle)
BIDANI	Edulla	ntes	Melodina	Petilos
3. DATE OF FILING	4. POSITIO	N		5. SALARY (Monthly)
08/15/2022	Sc	ence Resear	rch Specialist I	a Minister Congred Source
The tradition of the second of	Charles He had a	6. DETAIL	S OF APPLICATION	And the state of t
6.a TYPE OF LEAVE TO B	E AVAILED OF:		6.b DETAILS OF LEA	VE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Tracegiver □Maternity - additiona □Monetization □Parental (Solo Paren □Paternity □Rehabilitation (Sec. 55, No. 292) □Sabbatical □Sick □Special Emergency (□Special Leave Benef □Special Leave Privile □Study □VAWC (RA No. 9262 / CSC □Vacation Others:	al 15 days for sing t) Rule XVI, Omnibus Rules (Calamity) its for women ege MC No. 15, s. 2005)	le mother	☐ Within the Philip ☐ Abroad (Pls. Special Control of the Philip ☐ In case of Sick leaves ☐ In Hospital (Pls. of the Patient (Pls. of	cify): Specify): Specify): Home Medication ave Benefits for Women: re: aster's Degree aination Review
Inclu	NG DAYS APPLIE 5 days usive Dates 22 - 08/12/2022	D FOR	6.d COMMUTATION ☑ Requested □ ED	
Lost Siess a despita de	7.1	DETAILS OF	ACTION ON APPLIC	CATION
7.a CERTIFICATION OF AS of: August 2022	LEAVE CREDITS	manual Ct	7.b RECOMMENDA	TION:
	Vacation Leave	Sick Leave	☐ For Approval	Touten't between how and provided to the Co.
Total Earned	35.358	1.875		but to the second of the secon
Less this Application	- Tomal I	Christian .	☐ For Disapprova	al due to:
Balance	35.358	1.875		Muses
REGIN Office of the Head o	NA C. BIBERA f Payroll and Leav	ve Benefits	Institute for Si	LILIAN B. NUÑEZ trategic Research & Development Studies
7.c APPROVED FOR:day(s) with pay Others (Specify):	day(s) without	pay ()	7.d DISAPPROVED	due to:
er ign far van eed verstaare		(Print	GARDO E. TULIN led Name and Signature) niversity President	The real parties of the state of the real parties of the real part



Date

Name	: Melodina P. Edullantes	Whiller
Designation	: Science Research Specialist	Signature
Destination	: Baybay City	
Date of Travel	: August 17, 2022	
Purpose	: To provide technical backstopping d	uring BNS
	meeting and monitor PNEA impleme	entation.
Total Expense Source of Fun	ds	
Transportation	[x] Public Conveyance	
Noted/Verif	LILIAN B. NUNEZ	γ
RECOMMEND	Immediate Supervisor	<i>y</i>
	Dept.Head/Director	
	In-charge of funds (If other than the Dept/Office Head)	ne
	VP for Res, Extn. &	Innovation
APPROVE	1	



THENTHU SIALE CATACIV

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
	nvitation from the organizer of the activity/conference. meeting (if applicable)
- E	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)
Street owners of	Quarantine passes issued by the destination LGU
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	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 nealth/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/heild 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:
	myndillants
	MELODINA P. EDULLANTES Travelling Employee
j	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

	ON Name (La	st)	(First)	(Middle)
BIDANI	Edulla	ntes	Melodina	Petilos
. DATE OF FILING	4. POSITION		es au en la	5. SALARY (Monthly)
09/01/2022	Sc	ience Resear	rch Specialist I	. The second sec
Concessor and the concessor	a reliale) at higher i	6. DETAIL	LS OF APPLICATION	ON The Management and the Property and the
a TYPE OF LEAVE TO B	E AVAILED OF:	Min Hallatt 3	6.b DETAILS OF I	LEAVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Traregiver □Maternity - additiona □Monetization □Parental (Solo Paren □Paternity □Rehabilitation (Sec. 55, 292) □Sabbatical □Sick □Special Emergency (□Special Leave Benefi □Special Leave Privile □Study □VAWC (RA No. 9262 / CSC □ □Vacation Others: □	al 15 days for sing t) Rule XVI, Omnibus Rules Calamity) its for women	gle mother Implementing E.O.	☐ Within the Phi☐ Abroad (Pls. S In case of Sick lea ☐ In Hospital (Plot) Out Patient (Plot) In case of Special (Specify Illness) In case of Study le ☐ Completion of	Specify): ave: ave: als. Specify): Pls. Specify): Home Medication Leave Benefits for Women: eave: a Master's Degree camination Review of Leave Credits
Inclu	NG DAYS APPLIE. 5 days usive Dates 22 - 08/31/2022	D FOR	6.d COMMUTATION Requested	ON Not Requested Typhulanty EDULLANTES, MELODINA P. (Signature of Applicant)
The control of the section	7. I	DETAILS OF	ACTION ON APPL	ICATION
a CERTIFICATION OF L AS of: September 2022	EAVE CREDITS	n Insuger har	7.b RECOMMENI	
and the part of the last of the last	Vacation Leave	Sick Leave	☐ For Approval	If the production is the production of the section
Total Earned	35.441	2.583		
Less this Application		Towner hading	☐ For Disappro	oval due to:
Balance	35.441	2.583		(- make 12 miles 12
REGINAL Office of the Head of CAPPROVED FOR:	A C. BIBERA Payroll and Leave	e Benefits	Institute for 7.d DISAPPROVE	LILIAN B. NUÑEZ Strategic Research & Development Studies D due to: