

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: February 2021

Official hours for arrival and departure } Regular days _____
 Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:10	12:50	17:13		
2	8:00	12:05	12:50	17:15		
3	8:00	12:00	12:55	17:04		
4	8:00	12:07	12:45	17:03		
5	8:00	12:00	12:50	17:05		
6	SATURDAY					
7	SUNDAY					
8	8:00	12:00	12:55	17:05		
9	8:00	12:02	12:58	17:04		
10	8:00	12:00	12:50	17:10		
11	8:00	12:00	12:55	17:05		
12	HOLIDAY					
13	SATURDAY					
14	SUNDAY					
15	8:00	12:02	12:56	17:10		
16	8:00	12:00	12:50	17:00		
17	8:00	12:01	12:47	17:06		
18	8:00	12:00	12:50	17:10		
19	8:00	12:00	12:55	17:00		
20	SATURDAY					
21	SUNDAY					
22	8:00	12:00	12:55	17:05		
23	8:00	12:05	12:54	17:07		
24	8:00	12:00	12:50	17:00		
25	HOLIDAY					
26	7:59	12:10	12:58	17:25		
27	SATURDAY					
28	SUNDAY					
29						
30						
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

JACOB GLENN F. JANSALIN

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: February 2021

Official hours for arrival and departure } Regular days _____
 Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
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3	8:00	12:00	12:55	17:04		
4	8:00	12:07	12:45	17:03		
5	8:00	12:00	12:50	17:05		
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7	SUNDAY					
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9	8:00	12:02	12:58	17:04		
10	8:00	12:00	12:50	17:10		
11	8:00	12:00	12:55	17:05		
12	HOLIDAY					
13	SATURDAY					
14	SUNDAY					
15	8:00	12:02	12:56	17:10		
16	8:00	12:00	12:50	17:00		
17	8:00	12:01	12:47	17:06		
18	8:00	12:00	12:50	17:10		
19	8:00	12:00	12:55	17:00		
20	SATURDAY					
21	SUNDAY					
22	8:00	12:00	12:55	17:05		
23	8:00	12:00	12:54	17:07		
24	8:00	12:00	12:50	17:00		
25	HOLIDAY					
26	7:59	12:10	12:58	17:25		
27	SATURDAY					
28	SUNDAY					
29						
30						
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

JACOB GLENN F. JANSALIN

In - Charge

Civil Service Form No. 49
DAILY TIME RECORD
 KEVIN NICK S. BANDIBAS
 (NAME)

For the month of September 2021
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	WFH					
2	WFH					
3	WFH					
4	SATURDAY					
5	SUNDAY					
6	WFH					
7	WFH					
8	WFH					
9	WFH					
10	WFH					
11	SATURDAY					
12	SUNDAY					
13	WFH					
14	WFH					
15	WFH					
16	WFH					
17	WFH					
18	SATURDAY					
19	SUNDAY					
20	WFH					
21	WFH					
22	WFH					
23	WFH					
24	WFH					
25	SATURDAY					
26	SUNDAY					
27	WFH					
28	WFH					
29	WFH					
30	WFH					
31						

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

Kevin Nick S. Bandibas
 In-Charge

Civil Service Form No. 49
DAILY TIME RECORD
 KEVIN NICK S. BANDIBAS
 (NAME)

For the month of September 2021
 Official hours for arrival (Regular days: _____)
 And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	WFH					
2	WFH					
3	WFH					
4	SATURDAY					
5	SUNDAY					
6	WFH					
7	WFH					
8	WFH					
9	WFH					
10	WFH					
11	SATURDAY					
12	SUNDAY					
13	WFH					
14	WFH					
15	WFH					
16	WFH					
17	WFH					
18	SATURDAY					
19	SUNDAY					
20	WFH					
21	WFH					
22	WFH					
23	WFH					
24	WFH					
25	SATURDAY					
26	SUNDAY					
27	WFH					
28	WFH					
29	WFH					
30	WFH					
31						

TOTAL

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

Kevin Nick S. Bandibas
 In-Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS
(Name)

For the month of: October 2021
Official hours for arrival and departure } Regular days _____
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					
2	SATURDAY					
3	SUNDAY					
4	WFH					
5	8:00	12:00	12:50	17:05		
6	8:00	12:00	12:50	17:05		
7	8:00	12:00	12:55	17:10		
8	8:00	12:00	12:50	17:00		
9	SATURDAY					
10	SUNDAY					
11	WFH					
12	WFH					
13	WFH					
14	WFH					
15	WFH					
16	SATURDAY					
17	SUNDAY					
18	8:00	12:00	12:50	17:10		
19	8:00	12:00	12:50	17:05		
20	HOLIDAY					
21	8:00	12:00	12:55	17:00		
22	8:00	12:00	12:50	17:05		
23	SATURDAY					
24	SUNDAY					
25	8:00	12:03	12:59	17:05		
26	WFH					
27	8:00	12:00	12:50	17:00		
28	8:00	12:00	12:55	17:05		
29	8:00	12:01	12:59	17:05		
30	SATURDAY					
31	SUNDAY					

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

[Signature]

ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS
(Name)

For the month of: October 2021
Official hours for arrival and departure } Regular days _____
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					
2	SATURDAY					
3	SUNDAY					
4	WFH					
5	8:00	12:00	12:50	17:05		
6	8:00	12:00	12:50	17:05		
7	8:00	12:00	12:55	17:10		
8	8:00	12:00	12:50	17:00		
9	SATURDAY					
10	SUNDAY					
11	WFH					
12	WFH					
13	WFH					
14	WFH					
15	WFH					
16	SATURDAY					
17	SUNDAY					
18	8:00	12:00	12:50	17:10		
19	8:00	12:00	12:50	17:05		
20	HOLIDAY					
21	8:00	12:00	12:55	17:00		
22	8:00	12:00	12:50	17:05		
23	SATURDAY					
24	SUNDAY					
25	8:00	12:03	12:59	17:05		
26	WFH					
27	8:00	12:00	12:50	17:00		
28	8:00	12:00	12:55	17:05		
29	8:00	12:01	12:59	17:05		
30	SATURDAY					
31	SUNDAY					

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

[Signature]

ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: NOVEMBER 2021

Official hours for arrival and departure } Regular days _____
 Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	8:00	12:00	12:50	17:10		
3	WFH					
4	WFH					
5	8:00	12:00	12:50	17:00		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9	8:00	12:00	12:55	17:15		
10	WFH					
11	WFH					
12	8:00	12:00	12:50	17:05		
13	SATURDAY					
14	SUNDAY					
15	8:00	12:00	12:53	17:04		
16	SICK LEAVE					
17	8:00	12:00	12:50	17:10		
18	8:00	12:00	12:55	17:05		
19	8:00	12:00	12:50	17:15		
20	SATURDAY					
21	SUNDAY					
22	8:00	12:00	12:50	17:05		
23	8:00	12:00	12:55	17:00		
24	8:00	12:00	12:55	17:00		
25	8:00	12:00	12:50	17:10		
26	8:00	12:00	12:50	17:00		
27	SATURDAY					
28	SUNDAY					
29	8:00	12:00	12:50	17:10		
30	HOLIDAY					
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

[Signature]
ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: NOVEMBER 2021

Official hours for arrival and departure } Regular days _____
 Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	8:00	12:00	12:50	17:10		
3	WFH					
4	WFH					
5	8:00	12:00	12:50	17:00		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9	8:00	12:00	12:55	17:15		
10	WFH					
11	WFH					
12	8:50	12:00	12:50	17:05		
13	SATURDAY					
14	SUNDAY					
15	8:00	12:00	12:53	17:04		
16	SICK LEAVE					
17	8:00	12:00	12:50	17:10		
18	8:00	12:00	12:55	17:05		
19	8:00	12:00	12:50	17:15		
20	SATURDAY					
21	SUNDAY					
22	8:00	12:00	12:50	17:05		
23	8:00	12:00	12:55	17:00		
24	8:00	12:00	12:55	17:00		
25	8:00	12:00	12:50	17:10		
26	8:00	12:00	12:50	17:00		
27	SATURDAY					
28	SUNDAY					
29	8:00	12:00	12:50	17:10		
30	HOLIDAY					
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

[Signature]

VERIFIED as to the prescribed office hours.

[Signature]
ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: December 2021
 Official hours for arrival and departure { Regular days _____
 Saturdays _____

DAY	A.M.		P.M.		UNDERTIME		
	Arrival	Departure	Arrival	Departure	Hrs.	Min.	
1	8:00	12:00	12:55	17:00			
2	7:50	12:00	12:50	17:00			
3	8:00	12:00	12:50	17:00			
4	SATURDAY						
5	SUNDAY						
6	7:30	12:00	12:50	17:05			
7	8:00	12:00	12:50	17:00			
8	HOLIDAY						
9	8:00	12:00	12:55	17:00			
10	8:00	12:00	12:55	17:10			
11	SATURDAY						
12	SUNDAY						
13	8:00	12:00	12:55	17:05			
14	8:00	12:00	12:50	17:10			
15	8:00	12:00	WORK SUSPENSION				
16	WORK SUSPENSION						
17	WORK SUSPENSION						
18	SATURDAY						
19	SUNDAY						
20	CALAMITY LEAVE						
21	CALAMITY LEAVE						
22	SICK LEAVE						
23	SICK LEAVE						
24	VACATION LEAVE						
25	SATURDAY						
26	SUNDAY						
27							
28							
29	} TEACHER'S LEAVE						
30							
31							

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

Kevin Nick S. Bandibas

VERIFIED as to the prescribed office hours.

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

KEVIN NICK S. BANDIBAS

(Name)

For the month of: December 2021
 Official hours for arrival and departure { Regular days _____
 Saturdays _____

DAY	A.M.		P.M.		UNDERTIME		
	Arrival	Departure	Arrival	Departure	Hrs.	Min.	
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2	7:50	12:00	12:50	17:00			
3	8:00	12:00	12:50	17:00			
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9	8:00	12:00	12:55	17:00			
10	8:00	12:00	12:55	17:10			
11	SATURDAY						
12	SUNDAY						
13	8:00	12:00	12:55	17:05			
14	8:00	12:00	12:50	17:10			
15	8:00	12:00	WORK SUSPENSION				
16	WORK SUSPENSION						
17	WORK SUSPENSION						
18	SATURDAY						
19	SUNDAY						
20	CALAMITY LEAVE						
21	CALAMITY LEAVE						
22	SICK LEAVE						
23	SICK LEAVE						
24	VACATION LEAVE						
25	SATURDAY						
26	SUNDAY						
27							
28							
29	} TEACHER'S LEAVE						
30							
31							

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

Kevin Nick S. Bandibas

VERIFIED as to the prescribed office hours.

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO

In - Charge



ACCOMPLISHMENT REPORT

(September 1-30, 2021)

This is to certify that the undersigned, KEVIN NICK S. BANDIBAS, was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
1 September 2021	Set-up Communication platform with students for all subjects handled this semester via encoding into Google Contacts and adding to Google Space Class Group Chat: Chem 1n R157 - 13 students (1 Group of Contacts and Group Chat) Chem 1n R156 - 29 students (1 Group of Contacts and Group Chat) Chem 2 R207 - 29 students (1 Group of Contacts and Group Chat) Chem 118 (R299, R306) and Chem 118.1 (R300 and R307) - 49 students (1 Group of Contacts and Group Chat) Prepared Activity #1 for Chem 118 and sent to students for answering.	8.0 3.0
2 September 2021	Revised existing Chem 1n OBE Course Syllabus	12.0
3 September 2021	Edited Resources and Lessons for Modules 1 to 3 of Chem 1n in VSUEE and preparing powerpoint presentations for Lessons 1.1 - 1.4 Attended the VSU Chemical Society Meeting	8.0 2.0
6 to 8 September 2021	Prepared New Chem 2 - Analytical Chemistry OBE Course Syllabus	24.0
9 September 2021	Consultation and answering of questions from Chem 1n students R157 via Google Space Group Chat Consultation and answering of questions from Chem 1n students R157 via Google Space Group Chat Prepared Chem 2 - Lesson 1.1 Powerpoint Presentation Prepared powerpoint presentations for Lessons 2.1 for Chem 1n	1.5 1.5 3.0 3.0
10 September 2021	Checked Assessments 1.1, 1.2, and 1.3 in VSUEE and updated class record for Chem 1n - R157 (13 students) Checked Assessments 1.1 and 1.3 in VSUEE and updated class record for Chem 1n - R156 (29 students) Prepared Chem 2 - Lesson 1.2 Powerpoint Presentation	4.0 2.0 3.0
13 - 15 September 2021	Prepared New Chem 118 - Inorganic Chemistry II OBE Syllabus	24.0
16 September 2021	Prepared Activity # 2 for Chem 118 - Inorganic Chemistry II and sent to students for answering. Checked Assessment 1.2 in VSUEE and updated class record for Chem 1n - R156 (29 students)	3.0 4.0



17 September 2021	Checked Assessment 1.4 in VSUEE and updated class record for Chem 1n - R157 (13 students)	3.0
	Checked Assessment 1.4 in VSUEE and updated class record for Chem 1n - R156 (29 students)	6.0
20 September 2021	Updated Chem 1n VSUEE VC in accordance to prescribed format by the University's OIMD	3.0
	Prepared Chem 118 VSUEE VC in accordance to prescribed format by the University's OIMD	3.0
	Prepared powerpoint presentations for Lessons 2.2 for Chem 1n	3.0
21 to 23 September 2021	Prepared New Chem 118.1 - Inorganic Chemistry II (Laboratory) OBE Course Syllabus	24.0
24 September 2021	Attended the VSUFA meeting	4.0
	Prepared Chem 118.1 VSUEE VC in accordance to prescribed format by the University's OIMD	3.0
	Consultation with Academic Advisees and assisting them for their DOST JLSS Application	1.0
27 September 2021	Updated Chem 2 VSUEE VC in accordance to prescribed format by the University's OIMD	3.0
	Checked Lesson 2.1 Outputs and updated class record for Chem 1n students R157 (13 students)	2.0
	Prepared powerpoint presentations for Lessons 2.3 to 2.4 for Chem 1n	4.0
28 September 2021	Checked Lesson 2.2 Outputs and updated class record for Chem 1n students R157 (13 students)	2.0
	Checked Lesson 2.1 Outputs and updated class record for Chem 1n students R156 (29 students)	4.0
29 September 2021	Prepared Activity # 3 for Chem 118 - Inorganic Chemistry II and sent to students for answering via VSUEE VC.	2.0
	Consultation and answering of questions from Chem 118 students via Google Space Group Chat	1.0
	Checked Activities 1 and 2 outputs of Chem 118 students and updated class record	6.0
30 September 2021	Conducted Virtual Class Meeting as consultation and preparation for 1 st Long Exam for Chem 1n Students R157 (10-11:30)	1.5
	Conducted Virtual Class Meeting as consultation and preparation for 1 st Long Exam for Chem 1n Students R156 (16:00-17:30)	1.5
	Checked Lesson 2.2 Outputs and updated class record for Chem 1n students R156 (29 students)	4.0
	TOTAL OUTPUT POINTS DELIVERED	187.0

Total Points to be delivered during WFH (No. of days x 8 hrs) = 176.0

Less: Total Output Points accomplished/delivered = 187.0

Number of hours (undertime) = 0.0



ACCOMPLISHMENT REPORT

(October 2021)

This is to certify that the undersigned KEVIN NICK S. BANDIBAS was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
October 1 & 4, 2021	Prepared Module 4 powerpoint presentations, recorded video lectures, and assessments, and prepared 1 st Long Exam in Chem 1n	16
October 11-12 2021	Checked 1 st Long exam in Chem 1n (R157 and R156) and updated class records	16
October 13-14, 2021	Checked Assessment 2.3, 2.4, and 3.1 for Chem 1n (R157 and R156) and Activity #1 in Chem 118 and updated class records	16
October 15, 2021	Checked Assessment 3.2 in Chem 1n (R157 and R156) and Activity #2 in Chem 118 and updated class records	8
October 26, 2021	Checked Assessment 4.1, 4.2, 4.3.1, 4.3.2 in Chem 1n (R157 and R156) and updated class records	8
	TOTAL OUTPUT POINTS DELIVERED	64

Total Points to be delivered during WFH (No. of days x 8 hrs) = 64


Less: Total Output Points accomplished/delivered = 64

Number of hours (undertime) ()

Submitted by:


KEVIN NICK S. BANDIBAS
Name of Employee/Faculty

Recommending Approval:


ELIZABETH S. QUEVEDO
Head, DoPAC



ACCOMPLISHMENT REPORT

(November 2021)

This is to certify that the undersigned KEVIN NICK S. BANDIBAS was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 3 – 4, 2021	Prepared Module 5 powerpoint presentations, recorded video lectures, and assessments, and prepared 2 nd Long Exam in Chem 1n	16
November 10 - 11, 2021	Checked Assessment 2 nd Long Exam in Chem 1n (R157 and R156) and Activity #3 in Chem 118 and updated class records	16
	TOTAL OUTPUT POINTS DELIVERED	32

Total Points to be delivered during WFH (No. of days x 8 hrs) = 32

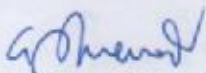
Less: Total Output Points accomplished/delivered = 32

Number of hours (undertime) ()

Submitted by:


KEVIN NICK S. BANDIBAS
Name of Employee/Faculty

Recommending Approval:


ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

MA. THERESA P. LORETO
Dean, CAS



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	Bandibas	Kevin Nick	Suan												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
11/17/2021	Instructor I														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation Others: _____		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) : At Home 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.c NUMBER OF WORKING DAYS APPLIED FOR <p style="text-align: center;">1 day Inclusive Dates 11/16/2021 - 11/16/2021</p>		6.d COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested <p style="text-align: center;"><i>Kevin Nick Suan</i> BANDIBAS, KEVIN NICK S. (Signature of Applicant)</p>													
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Total Earned															
Less this Application															
Balance															
7.c APPROVED FOR: ___ day(s) with pay ___ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<p style="font-size: 2em; margin: 0;"><i>Edgardo E. Tulin</i></p> <p style="margin: 0;">EDGARDO E. TULIN (Printed Name and Signature) University President</p>															



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	Bandibas	Kevin Nick	Suan
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
01/17/2022	Instructor 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 checked="" type="checkbox"/> Special Emergency (Calamity)</p> <p><input type="checkbox"/> Special Leave Benefits for women</p> <p><input 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 type="checkbox"/> Within the Philippines :</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"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</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 style="text-align: center;">2 days</p> <p style="text-align: center;">Inclusive Dates</p> <p style="text-align: center;">12/20/2021 - 12/21/2021</p>	<p>6.d COMMUTATION</p> <p><input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested</p> <p style="text-align: center;"><i>Kevin Nick Suan</i></p> <p style="text-align: center;">BANDIBAS, KEVIN NICK S.</p> <p style="text-align: center;">(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: January 2022</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">REGINA C. BIBERA</p> <p style="text-align: center;">Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p style="text-align: center;"><i>Elizabeth S. Quevedo</i></p> <p style="text-align: center;">ELIZABETH S. QUEVEDO</p> <p style="text-align: center;">Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application													
Balance													

<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>
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Edgardo E. Tulin

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	Bandibas	Kevin Nick	Suan
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
01/17/2022	Instructor I		

6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>At Home</u></p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave</p>
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<p>7.c APPROVED FOR: ___ day(s) with pay ___ day(s) without pay Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>
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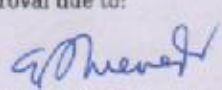
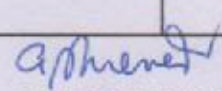
EDGARDO E. TULIN
(Printed Name and Signature)
University President



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