


**DEPARTMENT OF PURE AND  
APPLIED CHEMISTRY**

Visca, Baybay City, Leyte, PHILIPPINES  
 Telefax: +63-563-7747  
 Email: dopac@vsu.edu.ph  
 Website: www.vsu.edu.ph

Civil Service Form No. 49

**DAILY TIME RECORD  
FELIX M. SALAS**

(NAME)

For the month of January 2022

Official hours for arrival (Regular days: \_\_\_\_\_)

And Departure (Saturdays: \_\_\_\_\_)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3	8:00	12:00	13:00	17:00		
4						
5						
6						
7						
8						
9						
10						
11	8:00	12:00	13:00	17:00		
12	8:00	12:00	13:00	17:15		
13						
14	8:00	12:00	13:00	17:00		
15						
16						
17	8:00	12:00	13:00	17:00		
18	8:00	12:00	13:00	17:00		
19	8:00	12:00	13:00	17:00		
20	8:00	12:00	13:00	17:00		
21	8:00	12:00	13:00	17:00		
22						
23						
24	8:00	12:00	13:00	17:00		
25	8:00	12:00	13:00	17:00		
26	8:00	12:00	13:00	17:00		
27						
28	8:00	12:00	13:00	17:00		
29						
30						
31						

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

**ELIZABETH S. QUEVEDO**

In-Charge

**MENT REPORT**

ry 31, 2022)

X M. SALAS was approved on a "work from  
nd that I actually accomplished and delivered the

Tasks accomplished and red/submitted	Equivalent Points
First Lesson of Module 1 for the ative Chemistry.	6.0
ances and other resources for	3.0
<b>TOTALS DELIVERED</b>	<b>9.0</b>

VFH (No. of days x 8 hrs) = 8.0

ished/delivered = 9.0

( 0 )

Approved:

**MA. THERESA P. LORETO**  
Dean, CAS

## DAILY TIME RECORD

VIVIAN P. LINA

(Name)

For the month of: JANUARY 1-31, 2022

Official hours for arrival  
and departure

Regular days \_\_\_\_\_

Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	Saturday					
2	Sunday					
3	TL - Teacher's Leave					
4	TL - Teacher's Leave					
5	TL - Teacher's Leave					
6	TL - Teacher's Leave					
7	TL - Teacher's Leave					
8	Saturday					
9	Sunday					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	8:00	12:00	1:00	5:00		
14	Emergency leave / calamity leave					
15	Saturday					
16	Sunday					
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	W	F	H			
21	8:00	12:00	1:00	5:00		
22	Saturday					
23	Sunday					
24	W	F	H			
25	W	F	H			
26	8:00	12:00	1:00	5:00		
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	Saturday					
30	Sunday					
31	8:00	12:00	1:00	5:00		

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

Lina

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

DEPARTMENT OF PURE AND  
APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: +63-563-7747

Email: dopac@vsu.edu.ph

Website: www.vsu.edu.ph

## REPORT

15, 2022

d)

NA was approved on a "work from  
I actually accomplished and delivered

Accomplished and Submitted	Equivalent Points
Assessments/Learning (and R133)	5
or Chem 120 re: Assessments/Learning	1
Assessments/learning	2
/Learning Tasks for	7
or Chem 130 (R215) Assessments/Learning	1
Assessments/learning R162, R163, R165	2
/Learning Tasks for R163, R165 and R261)	6
or Chem 131 (R161, 31)	2
submissions of ks for Chem 120,	3
VERED	29

of days x 8 hrs) = 24

ivered = 29

( 0 )



Civil Service Form No. 49

**DAILY TIME RECORD**  
**ELIZABETH S. QUEVEDO**  
 (NAME)

For the month of January 1-31, 2022

Official hours for arrival

(Regular days: \_\_\_\_\_)

And Departure

(Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		SATURDAY				
2		SUNDAY				
3	7:50	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	7:50	12:00	1:00	5:00		
7	7:55	12:00	1:00	5:00		
8		SATURDAY				
9		SUNDAY				
10	7:58	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	7:43	12:00	1:00	5:00		
13	7:52	12:00	1:00	5:00		
14		CoVID-19 booster vaccination				
15		SATURDAY				
16		SUNDAY				
17		SICK LEAVE				
18	7:52	12:00	1:00	5:00		
19	7:58	12:00	1:00	5:00		
20	7:58	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22		SATURDAY				
23		SUNDAY				
24	7:58	12:00	1:00	5:00		
25		FORCED LEAVE				
26		FORCED LEAVE				
27	7:25	12:00	1:00	5:00		
28	7:45	12:00	1:00	5:00		
29		SATURDAY				
30		SUNDAY				
31	7:55	12:00	1:00	5:00		
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

**MA. THERESA P. LORETO**

In-Charge

Civil Service Form No. 49

**DAILY TIME RECORD**  
**ELIZABETH S. QUEVEDO**  
 (NAME)

For the month of January 1-31, 2022

Official hours for arrival

(Regular days: \_\_\_\_\_)

And Departure

(Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		SATURDAY				
2		SUNDAY				
3	7:50	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	7:50	12:00	1:00	5:00		
7	7:55	12:00	1:00	5:00		
8		SATURDAY				
9		SUNDAY				
10	7:58	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	7:43	12:00	1:00	5:00		
13	7:52	12:00	1:00	5:00		
14		CoVID-19 booster vaccination				
15		SATURDAY				
16		SUNDAY				
17		SICK LEAVE				
18	7:52	12:00	1:00	5:00		
19	7:58	12:00	1:00	5:00		
20	7:58	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22		SATURDAY				
23		SUNDAY				
24	7:58	12:00	1:00	5:00		
25		FORCED LEAVE				
26		FORCED LEAVE				
27	7:25	12:00	1:00	5:00		
28	7:45	12:00	1:00	5:00		
29		SATURDAY				
30		SUNDAY				
31	7:55	12:00	1:00	5:00		

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

**MA. THERESA P. LORETO**

In-Charge



Civil Service Form No. 49

**DAILY TIME RECORD**  
**JAILENN JANNARAIN S. PURAY**  
 (NAME)

For the month of **JANUARY 2022**  
 Official hours for arrival (Regular days: \_\_\_\_\_)  
 And Departure (Saturdays: \_\_\_\_\_)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SATURDAY					
2	SUNDAY					
3	7:52	12:00	12:52	5:10		
4	8:00	12:03	12:58	5:00		
5	7:59	12:01	12:57	5:04		
6	7:54	12:01	1:00	5:02		
7	8:00	12:00	1:00	5:05		
8	SATURDAY					
9	SUNDAY					
10	7:52	12:05	12:51	5:02		
11	8:00	12:00	12:50	5:00		
12	7:58	12:03	12:59	5:08		
13	8:00	12:05	1:00	5:04		
14	8:00	12:02	12:03	5:00		
15	SATURDAY					
16	SUNDAY					
17	7:50	12:01	12:59	5:04		
18	7:59	12:00	12:57	5:15		
19	7:57	12:03	1:00	5:00		
20	8:00	12:05	12:53	5:01		
21	8:00	12:10	12:58	5:00		
22	SATURDAY					
23	SUNDAY					
24	7:59	12:00	12:57	5:12		
25	7:50	12:00	12:50	5:03		
26	8:00	12:02	12:58	5:08		
27	7:53	12:05	12:59	5:18		
28	8:00	12:11	1:00	5:01		
29	SATURDAY					
30	SUNDAY					
31	WORK FROM HOME					

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

*G. Menez*  
 In-Charge



**DEPARTMENT OF PURE AND APPLIED CHEMISTRY**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: +63-563-7747

Email: dopac@vsu.edu.ph

Website: www.vsu.edu.ph

**MENT REPORT**

**31, 2022**

Jannaraine S. Puray was approved on a "work covered and that I actually accomplished and shown below:

Tasks accomplished and entered/submitted	Equivalent Points
ms in ESci 115a, Chem 130f, 20 in VSUEE	3
dated student records for thoseirements.	5
<b>TS DELIVERED</b>	8.00

WFH (No. of days x 8 hrs) = 8

plished/delivered =

PURAY  
 lty

pproved:

**IA. THERESA P. LORETO**  
 lean, CAS

science, technology, and environmental conservation.  
 human resource, cutting-edge scientific knowledge  
 inable communities and environment.

Page 1 of 1

FM-VSU-13

v2 06-11-2020

No. 22-01

**DAILY TIME RECORD****JACOB GLENN F. JANSALIN**

(Name)

For the month of: **JANUARY 2022**Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	NEW YEAR HOLLIDAY					
2	SUNDAY					
3	Teacher's Leave					
4	Teacher's Leave					
5	Teacher's Leave					
6	Teacher's Leave					
7	Teacher's Leave					
8	SATURDAY					
9	SUNDAY					
10	7:58	12:00	1:00	5:00		
11	7:45	12:00	1:00	5:00		
12	6:15	12:00	1:00	5:00		
13	7:30	12:00	1:00	5:00		
14	7:55	12:00	1:00	5:00		
15	SATURDAY					
16	SUNDAY					
17	7:30	12:00	1:00	5:00		
18	7:56	12:00	1:00	5:00		
19	7:50	12:00	1:00	5:00		
20	7:50	12:00	1:00	5:00		
21	7:55	12:00	1:00	5:00		
22	SATURDAY					
23	SUNDAY					
24	7:50	12:00	1:00	5:00		
25	7:55	12:00	1:00	5:00		
26	7:40	12:00	1:00	5:00		
27	7:35	12:00	1:00	5:00		
28	7:50	12:00	1:00	5:00		
29	SATURDAY					
30	SUNDAY					
31	8:00	12:00	1:00	5:00		

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.

VERIFIED as to the prescribed office hours.

**ELIZABETH S. QUEVEDO**

In - Charge

**DAILY TIME RECORD**  
**Helen Grace F. Oracion**  
 (NAME)

 For the month of January 2022  
 Official hours for arrival (Regular days: \_\_\_\_\_)  
 And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minute
1	HOLIDAY					
2	SUNDAY					
3						
4						
5	TEACHER'S LEAVE					
6						
7						
8	SATURDAY					
9	SUNDAY					
10	7:51	12:03	12:51	5:01		
11	7:48	12:15	12:55	5:00		
12	7:58	12:16	12:48	5:01		
13	7:58	12:10	12:55	5:01		
14	8:00	12:10	12:51	5:01		
15	SATURDAY					
16	SUNDAY					
17	7:51	12:11	12:54	5:00		
18	7:55	12:16	12:51	5:02		
19	7:58	12:19	12:55	5:00		
20	7:58	12:21	12:57	5:00		
21	7:59	12:33	12:51	5:00		
22	SATURDAY					
23	SUNDAY					
24	7:59	12:17	12:52	5:02		
25	7:58	12:00	12:49	5:01		
26	7:58	12:19	12:57	5:01		
27	7:59	12:31	12:59	5:01		
28	7:57	12:19	12:50	5:00		
29	SATURDAY					
30	SUNDAY					
31	7:50	12:13	12:55	5:01		

**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

**ELIZABETH S. QUEVEDO**

In-Charge



**DAILY TIME RECORD**THELMA P. APAS

(Name)

For the month of: January 2022Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	New Years Day				SATURDAY	
2					SUNDAY	
3	8:00	12:00	12:50	5:00		
4	8:00	12:00	12:50	5:00		
5	8:00	12:00	12:50	5:00		
6	8:00	12:00	12:50	5:00		
7	8:00	12:00	12:50	5:00		
8					SATURDAY	
9					SUNDAY	
10	8:00	12:00	12:50	5:00		
11	Leave					
12	Vaccine - booster shot					
13	8:00	12:00	12:50	5:00		
14	8:00	12:00	12:50	5:00		
15					SATURDAY	
16					SUNDAY	
17	8:00	12:00	12:50	5:00		
18	8:00	12:00	12:50	5:00		
19						
20	Leave - SLP					
21						
22					SATURDAY	
23					SUNDAY	
24	8:00	12:00	12:50	5:00		
25	8:00	12:00	12:50	5:00		
26	8:00	12:00	12:50	5:00		
27	8:00	12:00	12:50	5:00		
28	8:00	12:00	12:50	5:00		
29					SATURDAY	
30					SUNDAY	
31	8:00	12:00	12:50	5:00		

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.

VERIFIED as to the prescribed office hours.

**ELIZABETH S. QUEVEDO**

In - Charge

**LEAVE**

(First)

(Middle)

THELMA P.

5. SALARY \_\_\_\_\_

**DETAILS OF LEAVE****DETAILS OF LEAVE**

case of Vacation/Special Privilege Leave:

Within the Philippines \_\_\_\_\_

Abroad (Specify) \_\_\_\_\_

case of Sick Leave:

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

case of Special Leave Benefits for Women:

Specify Illness) \_\_\_\_\_

case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

**COMMUTATION**

Not Requested

Requested

**THELMA P. APAS**

(Signature of Applicant)

**APPLICATION****RECOMMENDATION**

For approval

For disapproval due to \_\_\_\_\_

**ELIZABETH S. QUEVEDO**

(Authorized Officer)

**DISAPPROVED DUE TO:**

## DAILY TIME RECORD

NORBERTO M. MANAGBANAG

(Name)

For the month of: JANUARY 1 - 31, 2022Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	S			S		
2	S			S		
3	5:15	10:40	1:15	5:30		
4	5:20	10:55	1:10	5:30		
5	5:15	10:50	1:15	5:30		
6	5:20	10:45	1:20	5:30		
7	5:10	10:45	1:15	5:30		
8	S			S		
9	S			S		
10	5:15	10:40	1:20	5:30		
11	5:20	10:50	1:15	5:30		
12	5:15	10:50	1:15	5:30		
13	5:15	10:40	1:20	5:30		
14	5:10	10:50	1:10	5:30		
15	S			S		
16	S			S		
17		LEAVE				
18	5:15	10:45	1:15	5:30		
19	5:15	10:50	1:20	5:30		
20	5:20	10:45	1:15	5:30		
21	5:15	10:40	1:15	5:30		
22	S			S		
23	S			S		
24	5:15	10:50	1:10	5:30		
25	5:10	10:55	1:15	5:30		
26	5:15	10:50	1:20	5:30		
27	5:15	10:50	1:20	5:30		
28	5:20	10:50	1:15	5:30		
29	S			S		
30	S			S		
31	5:15	10:45	1:15	5:30		

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.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

## OR LEAVE

(First)

(Middle)

MANAGBANAG

NORBERTO

M.

Adm. Aide I

5. SALARY

## APPLICATION

## 6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines \_\_\_\_\_

Abroad (Specify) \_\_\_\_\_

In case of Sick Leave:

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

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

Not Requested

Requested

NORBERTO M. MANAGBANAG

(Signature of Applicant)

## ON APPLICATION

## 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

ELIZABETH S. QUEVEDOOffice/Dept./Unit  
(Authorized Officer)

## 7.D DISAPPROVED DUE TO:

ULIN

icial)