

**DAILY TIME RECORD**  
**MACAPANAS, REYNANTE G.**  
 (NAME)

For the month of  
**February 1 - 28, 2025**  
 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  | 7:37 | 12:00 | 12:06 | 5:00 |     | 8hrs                          |
| 4-TUE  | 7:39 | 12:00 | 12:06 | 5:00 |     | 8hrs                          |
| 5-WED  | 7:40 | 12:01 | 12:07 | 5:00 |     | 8hrs                          |
| 6-THU  | 7:42 | 12:03 | 12:07 | 5:01 |     | 8hrs                          |
| 7-FRI  | 7:40 | 12:00 | 12:04 | 5:02 |     | 8hrs                          |
| 8-SAT  |      |       |       |      |     | Off                           |
| 9-SUN  |      |       |       |      |     | Off                           |
| 10-MON |      |       |       |      |     | SUSPENDED<br>8:00 am 11:59 pm |
| 11-TUE | 7:48 | 12:01 | 12:09 | 5:03 |     | 8hrs                          |
| 12-WED | 7:40 | 12:00 | 12:04 | 5:01 |     | 8hrs                          |
| 13-THU | 7:47 | 12:01 | 12:05 | 5:01 |     | 8hrs                          |
| 14-FRI | 7:36 | 12:00 | 12:04 | 5:02 |     | 8hrs                          |
| 15-SAT |      |       |       |      |     | Off                           |
| 16-SUN |      |       |       |      |     | Off                           |
| 17-MON | 7:41 | 12:03 | 12:08 | 5:00 |     | 8hrs                          |
| 18-TUE | 7:35 | 12:00 | 12:04 | 5:01 |     | 8hrs                          |
| 19-WED | 7:40 | 12:02 | 12:06 | 5:02 |     | 8hrs                          |
| 20-THU | 7:44 | 12:01 | 12:05 | 5:03 |     | 8hrs                          |
| 21-FRI | 7:32 | 12:00 | 12:04 | 5:02 |     | 8hrs                          |
| 22-SAT |      |       |       |      |     | Off                           |
| 23-SUN |      |       |       |      |     | Off                           |
| 24-MON | 7:40 | 12:00 | 12:05 | 5:00 |     | 8hrs                          |
| 25-TUE | 7:48 | 12:00 | 12:06 | 5:03 |     | 8hrs                          |
| 26-WED | 7:39 | 12:00 | 12:05 | 5:02 |     | 8hrs                          |
| 27-THU | 7:43 | 12:01 | 12:05 | 5:00 |     | 8hrs                          |
| 28-FRI | 7:34 | 12:00 | 12:06 | 5:00 |     | 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.

  
**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

  
**JEROME O. ARRIBADO**

Department Head  
 Eco-Farm & Resource Management Institute

Civil Service Form 48

# **DAILY TIME RECORD** **MACAPANAS, REYNANTE G.** (NAME)

For the month of  
**January 1 - 31, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-WED  |      |       |       |      |        | Holiday     |
| 2-THU  | 8:00 | 12:00 | 12:03 | 5:00 |        | 8hrs        |
| 3-FRI  | 8:23 | 12:00 | 12:06 | 5:00 | 23mins | 7hrs 37mins |
| 4-SAT  |      |       |       |      |        | Off         |
| 5-SUN  |      |       |       |      |        | Off         |
| 6-MON  | 7:44 | 12:00 | 12:05 | 5:01 |        | 8hrs        |
| 7-TUE  | 7:40 | 12:00 | 12:05 | 5:00 |        | 8hrs        |
| 8-WED  | 7:38 | 12:01 | 12:06 | 5:00 |        | 8hrs        |
| 9-THU  | 7:34 | 12:00 | 12:06 | 5:00 |        | 8hrs        |
| 10-FRI | 7:37 | 12:01 | 12:06 | 5:02 |        | 8hrs        |
| 11-SAT |      |       |       |      |        | Off         |
| 12-SUN |      |       |       |      |        | Off         |
| 13-MON | 7:29 | 12:01 | 12:07 | 5:04 |        | 8hrs        |
| 14-TUE | 7:38 | 12:00 | 12:06 | 5:01 |        | 8hrs        |
| 15-WED | 7:39 | 12:00 | 12:05 | 5:02 |        | 8hrs        |
| 16-THU | 7:41 | 12:00 | 12:06 | 5:00 |        | 8hrs        |
| 17-FRI | 7:37 | 12:00 | 12:06 | 5:00 |        | 8hrs        |
| 18-SAT |      |       |       |      |        | Off         |
| 19-SUN |      |       |       |      |        | Off         |
| 20-MON | 7:34 | 12:00 | 12:06 | 5:00 |        | 8hrs        |
| 21-TUE | 7:19 | 12:01 | 12:05 | 5:00 |        | 8hrs        |
| 22-WED | 7:34 | 12:01 | 12:08 | 5:00 |        | 8hrs        |
| 23-THU | 7:37 | 12:03 | 12:08 | 5:02 |        | 8hrs        |
| 24-FRI | 7:43 | 12:01 | 12:08 | 5:02 |        | 8hrs        |
| 25-SAT |      |       |       |      |        | Off         |
| 26-SUN |      |       |       |      |        | Off         |
| 27-MON |      |       |       |      |        | SL          |
| 28-TUE | 7:53 | 12:01 | 12:06 | 5:05 |        | 8hrs        |
| 29-WED |      |       |       |      |        | Holiday     |
| 30-THU | 7:46 | 12:02 | 12:08 | 5:00 |        | 8hrs        |
| 31-FRI | 7:38 | 12:01 | 12:08 | 5:02 |        | 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.

**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

**JEROME O. ARRIBADO**

Department Head  
Eco-Farm & Resource Management Institute

Date Generated: Mar/10/2025 12:39:45

Philippines

**E UNIVERSITY**  
City, Leyte

Stamp of Date of Receipt

## FOR LEAVE

|           |                     |
|-----------|---------------------|
| t)        | (Middle)            |
| ante      | Gamalo              |
|           | 5. SALARY (Monthly) |
| Assistant |                     |

## APPLICATION

### DETAILS OF LEAVE:

se of vacation/Special Privilege leave:

Within the Philippines :

broad (Pls. Specify) :

se of Sick leave:

Hospital (Pls. Specify) :

ut Patient (Pls. Specify) : Guadalupe Baybay City Leyte

se of Special Leave Benefits for Women:

ify Illness)

se of Study leave:

AR/Board Examination Review

ompletion of Master's Degree

ompletion of Doctorate Degree

ompletion of PHD Degree

r purpose:

lonetization of Leave Credits

erminal Leave

## COMMUTATION

Requested ☐ Not Requested

**MACAPANAS, REYNANTE G.**

(Signature of Applicant)

## NON APPLICATION

### RECOMMENDATION:

For Approval

For Disapproval due to:

**JEROME O. ARRIBADO**

Eco-Farm & Resource Management Institute

SAPPROVED due to:

**G. YEPES**

(Signature)  
resident



# **DAILY TIME RECORD** **MACAPANAS, REYNANTE G.** (NAME)

For the month of  
**December 1 - 31, 2024**  
 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  | 7:40 | 12:00 | 12:05 | 5:05 |       | 8hrs        |
| 3-TUE  | 7:46 | 12:00 | 12:04 | 5:00 |       | 8hrs        |
| 4-WED  | 7:38 | 12:01 | 12:05 | 5:00 |       | 8hrs        |
| 5-THU  | 7:33 | 12:00 | 12:06 | 5:00 |       | 8hrs        |
| 6-FRI  |      |       |       |      |       | OB          |
| 7-SAT  |      |       |       |      |       | OB          |
| 8-SUN  |      |       |       |      |       | OB          |
| 9-MON  |      |       |       |      |       | OB          |
| 10-TUE |      |       |       |      |       | OB          |
| 11-WED |      |       |       |      |       | OB          |
| 12-THU |      |       |       |      |       | OB          |
| 13-FRI |      |       |       |      |       | OB          |
| 14-SAT |      |       |       |      |       | OB          |
| 15-SUN |      |       |       |      |       | Off         |
| 16-MON | 8:04 | 12:01 | 12:06 | 5:01 | 4mins | 7hrs 56mins |
| 17-TUE | 7:32 | 12:01 | 12:05 | 5:00 |       | 8hrs        |
| 18-WED | 7:43 | 12:01 | 12:06 | 5:00 |       | 8hrs        |
| 19-THU |      |       |       |      |       | FL          |
| 20-FRI |      |       |       |      |       | FL          |
| 21-SAT |      |       |       |      |       | Off         |
| 22-SUN |      |       |       |      |       | Off         |
| 23-MON |      |       |       |      |       | FL          |
| 24-TUE |      |       |       |      |       | Holiday     |
| 25-WED |      |       |       |      |       | Holiday     |
| 26-THU |      |       |       |      |       | FL          |
| 27-FRI |      |       |       |      |       | FL          |
| 28-SAT |      |       |       |      |       | Off         |
| 29-SUN |      |       |       |      |       | Off         |
| 30-MON |      |       |       |      |       | Holiday     |
| 31-TUE |      |       |       |      |       | Holiday     |

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.

**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

**JEROME O. ARRIBADO**

Department Head  
 Eco-Farm & Resource Management Institute

Date Generated: Mar/10/2025 12:37:58



**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 and if possible, together with passes from LGUs 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:

**REYNANTE G. MACAPANAS**  
 Name of Travelling Employee

Noted/verified except Clearance from Nurse

Name of Office Head/Supervisor