## DAILY TIME RECORD MACAPANAS, REYNANTE G.

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT	1/0	
1-THU						Holiday
2-FRI	7:51	12:00	12:04	5:02		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:36	12:00	12:04	5:00		8hrs
6-TUE	7:53	12:01	12:05	5:00		8hrs
7-WED	7:48	12:00	12:04		4hrs	4hrs
8-THU						SL
9-FRI						SL
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE						SL
14-WED	8:00	12:00	12:04	5:00		8hrs
15-THU						SL ·
16-FRI	1					SLP
17-SAT						Off
18-SUN						Off
19-MON	7:31	12:00	12:03	5:00		8hrs
20-TUE	7:37	12:00	12:04	5:00		8hrs
21-WED	7:40	12:00	12:04	5:01		8hrs '
22-THU	7:34	12:01	12:04	5:00		8hrs
23-FRI	7:38	_	12:05	5:00		8hrs
24-SAT						Off
25-SUN						Off
26-MON	-	12:00	12:04	5:00		8hrs
27-TUE	7:28	_		5:00		8hrs
28-WED		_	_	5:01		8hrs
29-THU				5:02		8hrs
30-FRI	7.3	-				OB
31-SAT	_					OB

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: Jun/15/2025 06:18:42



### 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)		(First)	(Middle)	
Eco-FARMI	Macapanas Rey		Reynante	Gamalo	
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)	
06/11/2025	Sc	ience Research	h Assistant		
6. DETAILS OF APPLICATION					
6.a TYPE OF LEAVE TO BE AVAILED OF: 6.b DETAILS OF LEAVE:					
□Adoption □Mandatory/Force □Maternity - 7 days Transfe caregiver □Maternity - additional 15 d □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XV. ⊠Sick □Special Emergency (Calam □Special Leave Benefits for	lays for single mo	other	In case of vacation/Spec  □ Within the Philippine □ Abroad (Pls. Specify)  In case of Sick leave: □ In Hospital (Pls. Spe □ Out Patient (Pls. Spe □ Case of Special Leave (Specify Illness)  In case of Study leave: □ BAR/Board Fyaming	es: ): cify): VSU Infirmary ccify): Benefits for Women:	
□Special Leave Deficits for □Special Leave Privileges □Study □VAWC (RA No. 9262 / CSC MC No. 1 □Vacation  Others:			☐ BAR/Board Examina☐ Completion of Maste☐ Completion of Docto☐ Completion of PHD I  Other purpose:☐ Monetization of Leav☐ Terminal Leave	er's Degree rate Degree Degree	
6.c NUMBER OF WORKING DA	VC ADDI IED EO	D	6.d COMMUTATION		
	lays	K	⊠ Requested □ No	t Reguested	
	ve Dates		Z noquosiou Z no		
05/08/2025	- 05/10/2025			NAS, REYNANTE G. ture of Applicant)	
	7 DETA	N ON APPLICATION			
7. DETAILS OF ACTION ON AFT EICATION  7.a CERTIFICATION OF LEAVE CREDITS  7.b RECOMMENDATION:					
AS of: June 2025					
V	acation Leave	Sick Leave	☐ For Approval		
Total Earned	29.183	43.125	☐ For Disapproval du	e to:	
Less this Application Balance	29.183	41.125		<b>a.</b> 11/	
FLORANT	E G. DIDAL		JERON	IE O ARRIBADO	
Payroll and Leav	ve Benefits Office	9	Eco-Farm & Res	ource Management Institute	
7.c APPROVED FOR: day(s) with payday(s) without pay Others (Specify):			7.d DISAPPROVED due	to:	
		PROSE IVY (Printed Name ar University P	nd Signature)	f -	



### Republic of the Philippines

# VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

#### APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (La	st)	(First)	(Middle)	
Eco-FARMI	Macap	anas	Reynante	Gamalo	
3. DATE OF FILING	4. POSITI	4. POSITION		5. SALARY (Monthly)	
06/11/2025 Science Rese			earch Assistant		
		6. DETAIL	S OF APPLICATION		
6.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF LEAVE:		
□Adoption □Mandatory/Force □Maternity - 7 days Transf	erable to fat	her/alternate	In case of vacation/Special Privilege leave:  ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :		
caregiver  □Maternity - additional 15  □Monetization  □Parental (Solo Parent)  □Paternity	days for sing	gle mother	In case of Sick leave:  ☐ In Hospital (Pls. Specify):  ☑ Out Patient (Pls. Specify): Guadalupe, Baybay City Leyte		
□Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  Sick			In case of Special Leave Benefits for Women: (Specify Illness)		
□Special Emergency (Cala □Special Leave Benefits fo □Special Leave Privileges □Study □VAWC (RA NO. 9262 / CSC MC NO □Vacation	r women		In case of Study leave:  □ BAR/Board Examination □ Completion of Master □ Completion of Doctora □ Completion of PHD De	's Degree ate Degree	
Others:			Other purpose:  ☐ Monetization of Leave ☐ Terminal Leave	Credits	
6.c NUMBER OF WORKING D	AYS APPLIE	D FOR	6.d COMMUTATION		
1 da	Z		⊠ Requested □ Not	Requested	
Inclusive	Dates				
05/13/2025 - 0	5/13/2025			ANAS, REYNANTE G. nature of Applicant)	
	7. [	ETAILS OF A	ACTION ON APPLICATIO	N	
7.a CERTIFICATION OF LEAV			7.b RECOMMENDATION:		
AS of: June 2025					
Vaca	Vacation Leave   Sick Leave		⊠ For Approval		
Total Earned	29.183	43.125			
Less this Application		10.107	☐ For Disapproval due	(C)	
Balance	29.183	42.125		Cm limb	
FLORANTE (	G. DIDAL		JERO	OME O. ARRIBADO	
Payroll and Leave	Benefits Offi	ce	Eco-Farm & Re	esource Management Institute	
7.c APPROVED FOR:  day(s) with pay day(s) without pay Others (Specify):			7.d DISAPPROVED due to	:	
		(Printed	EIVY G. YEPES Name and Signature) ersity President	į -	

# Republic of the Philippines

Stamp of Date of Receipt

### VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

### APPLICATION FOR LEAVE

		ALLEGIE			
OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)	
Eco-FARMI	Macapan	as	Reynante	Gamalo	
DATE OF FILING	4. POSITION	4. POSITION		5. SALARY (Monthly)	
06/11/2025 Science Resear					
00/11/000		6. DETAIL	S OF APPLICATION		
TO DE	AVAILED OF		6.b DETAILS OF LEAVE	₹:	
.a TYPE OF LEAVE TO BE .  □Adoption □Mandatory/Force □Maternity - 7 days Trai		r/alternate	In case of vacation/Spe  ☐ Within the Philippin ☐ Abroad (Pls. Specif	cial Privilege leave: nes :	
aregiver  □Maternity - additional  □Monetization  □Parental (Solo Parent)			1	pecify): Guadalupe, baybay old 2015	
□Paternity □Rehabilitation (Sec. 55, Rt No. 292)	ule XVI, Omnibus Rules In	nplementing E.O.	(Specify Illness)	e Benefits for Women:	
Sick  Special Emergency (Calamity)  Special Leave Benefits for women  Special Leave Privileges  Study  VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)			In case of Study leave:  □ BAR/Board Examir  □ Completion of Mas  □ Completion of Doo  □ Completion of PHI	nation Review ster's Degree storate Degree	
□Vacation Others:			Other purpose:  ☐ Monetization of Lo ☐ Terminal Leave	eave Credits	
6.c NUMBER OF WORKIN	G DAYS APPLIEI	FOR	6.d COMMUTATION		
	1 day		⊠ Requested □	Not Requested	
Inclus	sive Dates			CANALES C	
05/15/202	5 - 05/15/2025		MA	MACAPANAS, KEYNANTE G.  (Signature of Applicant)	
			A PRINTER OF A PRINTER		
		ETAILS OF	7.b RECOMMENDAT	TON-	
7.a CERTIFICATION OF I	EAVE CREDITS		/.D RECOMMENDAT		
AS of: <u>June 2025</u>			1		
	Vacation Leave	Sick Leave	⊠ For Approval		
Total Earned	29.183	43.125	☐ For Disapprova	l due to:	
Less this Application		42.125		$\bigcirc$ . $\land$ $\lor$	
Balance	29.183	42.125	_	M. June	
	THE C DIDAT			JEROME O. ARRIBADO	
	NTE G. DIDAL	C	Eco-Farm	& Resource Management Institute	
Payroll and L	eave Benefits Of	псе	The Carponian	due to	
7.c APPROVED FOR:			7.d DISAPPROVED	aue w:	
day(s) with pay	day(s) without	pay			
Others (Specify):			OSE IVY G. YEPES		
		(Pr	inted Name and Signature) University President		



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

# TRAVEL REQUEST / ORDER

President

MAY 26, 2025 Date

Name Designation Destination Date of Travel Purpose	TO TOLAND, INCIPAL AND LEVIE	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
Total Expenses		(if applicable)  Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
Source of Fund: Transportation:	[ ] University Vehicle [ ] Public Conveyance	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
Noted/Verifie	JEROME O. ARRIBADO Office Head/Immediate Supervisor	willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme Approved list of outputs between supersist
RECOMMENDIN	SUZETTE B. LINA Dean, FAFS	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
	In-charge of funds ( If other than the Dept/Office Head)	Certified Correct:  REYNANTE G MACAPANAS
	VP for Academic Affairs	Name of Travelling Employee
APPROVED:	PROSE IVY G. YEPES	Noted/verified except Clearance from Nurse :

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

Name of Office Head/Supervisor