

# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)


For the month of  
 March 1 - 31, 2023  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:59	1:40	1:54	4:10		8hrs
2-THU						SL
3-FRI	6:58	12:05	12:14	4:48		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:58	12:04	12:26	4:30		8hrs
7-TUE	7:00	12:06	12:10	4:06		8hrs
8-WED						SL
9-THU						SL
10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:02	12:04	5:35		8hrs
14-TUE	7:00	12:01	12:10	4:01		8hrs
15-WED						VL
16-THU						VL
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						SL
21-TUE	8:10	12:09	12:10	4:16	1hr 10mins	6hrs 50mins
22-WED						SL
23-THU	7:01	12:47	12:49	4:11	1min	7hrs 59mins
24-FRI	7:55	12:04	12:19	4:03	55mins	7hrs 5mins
25-SAT						Off
26-SUN						Off
27-MON						VL
28-TUE	7:04	12:09	12:22	4:04	4mins	7hrs 56mins
29-WED	7:12	1:02	1:09	3:42	30mins	7hrs 30mins
30-THU	7:07	12:03	12:30	4:47	7mins	7hrs 53mins
31-FRI	7:24	12:52	12:54	4:52	24mins	7hrs 36mins

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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry

# **DAILY TIME RECORD** **BANDIBAS, KEVIN NICK S.** (NAME)

For the month of  
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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.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry





**APPLICATION FOR LEAVE**

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>03/03/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

**6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☒ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☒ Out Patient (Pls. Specify) : **At home**

In case of Special Leave Benefits for Women:  
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.c NUMBER OF WORKING DAYS APPLIED FOR**

**1 day**

Inclusive Dates

**03/02/2023 - 03/02/2023**

**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

**BANDIBAS, KEVIN NICK S.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

**7.a CERTIFICATION OF LEAVE CREDITS**

AS of: **March 2023**

	Vacation Leave	Sick Leave
Total Earned		1
Less this Application		1
Balance		1

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

**7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:

**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

**7.c APPROVED FOR:**

**1** day(s) with pay **0** day(s) without pay

Others (Specify):

**7.d DISAPPROVED due to:**

**EDGARDO E. TULIN**

(Printed Name and Signature)  
University President





### APPLICATION FOR LEAVE

<b>1. OFFICE/DEPT./DIVISION</b>	<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>												
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>												
<b>3. DATE OF FILING</b>	<b>4. POSITION</b>		<b>5. SALARY (Monthly)</b>												
<b>03/13/2023</b>	<b>Instructor I</b>														
<b>6. DETAILS OF APPLICATION</b>															
<b>6.a TYPE OF LEAVE TO BE AVAILED OF:</b> <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <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: _____		<b>6.b DETAILS OF LEAVE:</b> 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) : <u>At home</u>  In case of Special Leave Benefits for Women: (Specify illness)  In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
<b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b> <div style="text-align: center;"><u>2 days</u></div> <div style="text-align: center;">Inclusive Dates</div> <div style="text-align: center;">03/08/2023 - 03/09/2023</div>		<b>6.d COMMUTATION</b> <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <div style="text-align: center;">   <b>BANDIBAS, KEVIN NICK S.</b>          (Signature of Applicant)       </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.a CERTIFICATION OF LEAVE CREDITS</b> AS of: <u>March 2023</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Vacation Leave</th> <th style="width: 20%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Less this Application</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Balance</td> <td></td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <div style="text-align: center;"> <b>HONEY SOFIA V. COLIS</b>          Office of the Director for Human Resource Management       </div>			Vacation Leave	Sick Leave	Total Earned		2	Less this Application		2	Balance		2	<b>7.b RECOMMENDATION:</b> <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <div style="text-align: center;">   <b>ELIZABETH S. QUEVEDO</b>          Department of Pure and Applied Chemistry       </div>	
	Vacation Leave	Sick Leave													
Total Earned		2													
Less this Application		2													
Balance		2													
<b>7.c APPROVED FOR:</b> <u>2</u> day(s) with pay <u>    </u> day(s) without pay Others (Specify): _____		<b>7.d DISAPPROVED due to:</b>  													
<b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President															





**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)	
03/01/2023	Instructor I		

**6. DETAILS OF APPLICATION**

**6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☐ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☒ Vacation

Others: \_\_\_\_\_

**6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:  
☒ Within the Philippines : Baybay City  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women:  
(Specify illness)

In case of Study leave:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.c NUMBER OF WORKING DAYS APPLIED FOR**

1 day

Inclusive Dates

03/10/2023 - 03/10/2023

**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

BANDIBAS, KEVIN NICK S.

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

**7.a CERTIFICATION OF LEAVE CREDITS**

AS of: March 2023

	Vacation Leave	Sick Leave
Total Earned		
Less this Application	1	
Balance		0.000

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

**7.b RECOMMENDATION:**

☒ For Approval

☐ For Disapproval due to:

ELIZABETH S. QUEVEDO  
Department of Pure and Applied Chemistry

**7.c APPROVED FOR:**

1 day(s) with pay        day(s) without pay

Others (Specify):

**7.d DISAPPROVED due to:**

**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)	
03/06/2023	Instructor I		

## 6. DETAILS OF APPLICATION

## 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
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☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☒ Vacation

Others: \_\_\_\_\_

## 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : Baybay City  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women: (Specify illness)

In case of Study leave:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

## 6.c NUMBER OF WORKING DAYS APPLIED FOR

2 days

Inclusive Dates

03/15/2023 - 03/16/2023

## 6.d COMMUTATION

- ☒ Requested   ☐ Not Requested

BANDIBAS, KEVIN NICK S.

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.a CERTIFICATION OF LEAVE CREDITS

AS of: March 2023

	Vacation Leave	Sick Leave
Total Earned		
Less this Application	2	
Balance		0.000

HONEY SOFIA V. COLIS

Office of the Director for Human Resource Management

## 7.b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

ELIZABETH S. QUEVEDO  
 Department of Pure and Applied Chemistry

## 7.c APPROVED FOR:

2 day(s) with pay   \_\_\_ day(s) without pay

Others (Specify):

## 7.d DISAPPROVED due to:

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)
03/21/2023	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 - 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 checked="" type="checkbox"/> Sick</p> <p><input 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 checked="" type="checkbox"/> Out Patient (Pls. Specify) : At home</p> <p>In case of Special Leave Benefits for Women: (Specify illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> Completion of Doctorate Degree</p> <p><input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<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;">03/17/2023 - 03/20/2023</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested    <input type="checkbox"/> Not Requested</p> <p style="text-align: center;">   <b>BANDIBAS, KEVIN NICK S.</b>          (Signature of Applicant)       </p>

## 7. DETAILS OF ACTION ON APPLICATION

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	Vacation Leave	Sick Leave											
Total Earned		2											
Less this Application		2											
Balance		2											
<p>7.c APPROVED FOR:</p> <p><u>2</u> day(s) with pay    <u>    </u> day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

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)	
03/23/2023	Instructor I		

### 6. DETAILS OF APPLICATION

#### 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☒ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

#### 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:  
☐ Within the Philippines :  
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :  
☒ Out Patient (Pls. Specify) : **At Home**

In case of Special Leave Benefits for Women:  
 (Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

#### 6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day

Inclusive Dates

03/22/2023 - 03/22/2023

#### 6.d COMMUTATION

☒ Requested ☐ Not Requested

**BANDIBAS, KEVIN NICK S.**

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.a CERTIFICATION OF LEAVE CREDITS

AS of: **March 2023**

	Vacation Leave	Sick Leave
Total Earned		1
Less this Application		1
Balance		1

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

#### 7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

**ELIZABETH S. QUEVEDO**  
 Department of Pure and Applied Chemistry

#### 7.c APPROVED FOR:

1 day(s) with pay \_\_\_\_\_ day(s) without pay

Others (Specify):

#### 7.d DISAPPROVED due to:

**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)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>03/14/2023</b>	<b>Instructor I</b>		

### 6. DETAILS OF APPLICATION

#### 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
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☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☒ Vacation

Others: \_\_\_\_\_

#### 6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:  
☒ Within the Philippines : Macrohon, Southern Leyte  
☐ Abroad (Pls. Specify) :

In case of Sick leave:  
☐ In Hospital (Pls. Specify) :  
☐ Out Patient (Pls. Specify) :

In case of Special Leave Benefits for Women:  
 (Specify Illness)

In case of Study leave:  
☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:  
☐ Monetization of Leave Credits  
☐ Terminal Leave

#### 6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day  
 Inclusive Dates

03/27/2023 - 03/27/2023

#### 6.d COMMUTATION

☒ Requested ☐ Not Requested

BANDIBAS, KEVIN NICK S.

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.a CERTIFICATION OF LEAVE CREDITS

AS of: March 2023

	Vacation Leave	Sick Leave
Total Earned		
Less this Application	1	
Balance		0.000

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

#### 7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

ELIZABETH S. QUEVEDO  
 Department of Pure and Applied Chemistry

#### 7.c APPROVED FOR:

1 day(s) with pay     day(s) without pay  
 Others (Specify):

#### 7.d DISAPPROVED due to:

**EDGARDO E. TULIN**

(Printed Name and Signature)  
 University President