Civil Service Form 48

# DAILY TIME RECORD BANDIBAS, KEVIN NICK S.

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

-	A	M	PM TA	77.77	Total =	
Day	IN	OUT	IN	OUT	T/U	Total =
1-WED	6:59	1:40	1:54	4:10		8hrs
2-THU						SL
3-FRI	6:58	12:05	12:14	4:48	100	8hrs -
4-SAT						Off
5-sun						Off
6-MON	6:58	12:04	12:26	4:30	(9)	8hrs
7-TUE	7:00	12:06	12:10	4:06	District No.	8hrs
8-WED				- 9		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	1					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	imin	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-PRI	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 Civil Service Form 48

#### 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

Die	AM		PM		70.003	Water!
Day	IN	OUT	IN	OUT	T/U	Total
1-WED	6:59	1:40	1:54	4:10	The same	8hrs
2-тни						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-FHI						VL
11-SAT						Off
12-SUN			- 4			Off
13-MON	7:00	12:02	12:04	5:35	6 550	8hrs
14-TUE	7:00	12:01	12:10	4:01		8hrs
15-WED						VL.
<b>16</b> -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	Lmin	7hrs 59mins
24-FRI	7:55	12:04	12:19	4:03	55mins	7hrs 5mins
25-SAT						Off
26-SUN						Off
27-MON					Directory.	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

KEVIN NICK'S. BANDIBAS

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry



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

# APPLICATION FOR LEAVE

OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas		Kevin Nick	Suan
DATE OF FILING	4. POSITION			5. SALARY (Monthly)
03/03/2023		Instruct	or I	
00/00/	6. Di	ETAILS OF A	PPLICATION	
a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF L	EAVE:
□ Adoption □ Mandatory/Force □ Maternity - 7 days Transferancesiver □ Maternity - additional 15 common Description □ Parental (Solo Parent) □ Paternity □ Rehabilitation (Soc. 55, Rode X) □ Sabbatical □ Sick □ Special Emergency (Calan □ Special Leave Benefits for □ Special Leave Privilege □ Study □ VAWC (RA No. 9262 / CSC MC No.	erable to father/alter days for single moth vt. Omnubus Rules Implement mity) r women	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 PHD Degree		
Inclu	DAYS APPLIED FOR 1 day sive Dates 23 - 03/02/2023		☐ Terminal Lea  6.d COMMUTATI  ☑ Requested	
	7 DETAI	IS OF ACTIO	ON ON APPLICATI	ON
7.a CERTIFICATION OF LEAD AS of: March 2023			7.b RECOMMEN	IDATION:
	Vacation Leave	Sick Leave	☑ For Approv	al
Total Earned		1	☐ For Disappo	roval due to:
Less this Application		1		20
Balance		1	1	tour
HONEY S	SOFIA V. COLIS Human Resource N	Management	Departn	ELIZABETH S. QUEVEDO nent of Pure and Applied Chemistry
7.c APPROVED FOR:	day(s) without pay		7.d DISAPPROV	ED due to:



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

Republic of the Philippines

### APPLICATION FOR LEAVE

			The state of the s		
1. OFFICE/DEPT./DIVISION	Name (Last)	1.0	(First)	(Middle)	
DOPAC	Bandibas		Suan		
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)	
03/13/2023		Instruc	tor I		
RESERVED TO SERVED SOME	6.	DETAILS OF	APPLICATION		
6.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF LEA	AVE:	
□Adoption □Mandatory/Force □Maternity - 7 days Transf caregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Calai □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. □Vacation  Others:	days for single mo	other	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 PHD Degree  Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
¹ Inclus	AYS APPLIED FOI days ive Dates 3 - 03/09/2023	1	6.d COMMUTATION  ☑ Requested ☐ Not Requested  BANDIBAS, KEVIN NICK S.  (Signature of Applicant)		
	7. DETAI	IS OF ACTIO	N ON APPLICATION		
7.a CERTIFICATION OF LEAV AS of: March 2023			7.b RECOMMENDAT	ION:	
Total Earned Less this Application Balance	Vacation Leave Sick Leave 2 2 2		□ For Approval     □ For Disapproval	due to:	
HONEY SOFIA V. COLIS Office of the Director for Human Resource Management			A	ABETH S. QUEVEDO of Pure and Applied Chemistry	
7.c APPROVED FOR:  2 day(s) with pay Others (Specify):  day	y(s) without pay		7.d DISAPPROVED do	ue to:	
		EDGARDO I			



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

# APPLICATION FOR LEAVE

OFFICE/DEPT/DIVISION	Name (Last)	. (	First)	(Middle)
DOPAC	Bandibas		Kevin Nick	Suan
	4. POSITION			5. SALARY (Monthly)
DATE OF FILING		Instructo	or I	
03/01/2023	e DE		PPLICATION	
		I ALLO OL IL	6.b DETAILS OF	LEAVE:
a TYPE OF LEAVE TO BE AVA  □Adoption □Mandatory/Force □Maternity - 7 days Transferance aregiver □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. ■Vacation  Others:	days for single mother days for single mother with the complete single sin	er	In case of vacatio  ⊠ Within the Ph  □ Abroad (Pls. S  In case of Sick le  □ In Hospital (I  □ Out Patient (  In case of Special (Specify Illness)  In case of Study  □ BAR/Board I  □ Completion  □ Completion  □ Completion	n/Special Privilege leave: illippines : Baybay City Specify) :  ave: Pls. Specify) : Il Leave Benefits for Women:  leave: Examination Review of Master's Degree of PHD Degree  n of Leave Credits
	1 day usive Dates 23 - 03/10/2023		-	BANDIBAS, KEVIN NICK S.  (Signature of Applicant)
	7. DETAI	LS OF ACTIO	ON ON APPLICA	TION
7.a CERTIFICATION OF LEA AS of: March 2023		Sick Leave	7.b RECOMME	
	Vacation Leave	SICK LEGAR		
Total Earned	1		☐ For Disag	oproval due to:
Less this Application Balance		0.000		A l
	SOFIA V. COLIS	Management	Depar	ELIZABETH S. QUEVEDO
7.c APPROVED FOR:  1 day(s) with pay Others (Specify):	_ day(s) without pay		7.d DISAPPRO	OVED due to:

EDGARDO E. TULIN



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

# APPLICATION FOR LEAVE

OFFICE/DEPT/DIVISION	Name (Last)		(First)	(Middle)	
DOPAC	Bandibas		Kevin Nick	Suan	
DATE OF FILING 4. POSITION			5. SALARY (Monthly)		
03/06/2023		Instruct	or I		
	6. D	ETAILS OF A	PPLICATION		
a TYPE OF LEAVE TO BE AVA	AILED OF:		6.b DETAILS OF I	EAVE:	
a lipe of Leave to be available.			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 PHD Degree  Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
Inclus	AYS APPLIED FOR days sive Dates 3 - 03/16/2023		BANDIBAS, KEVIN NICK S.  (Signature of Applicant)		
	7. DETAI	LS OF ACTIO	N ON APPLICATI	ON	
7.a CERTIFICATION OF LEAV AS of: March 2023  Total Earned Less this Application Balance  HONEY S Office of the Director for	Vacation Leave 2 OFIA V. COLIS	Sick Leave	7.b RECOMMEN	al	
7.c APPROVED FOR:	day(s) without pay	"	7.d DISAPPROV	ED due to:	



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		Instruc	ctor I	
	6.	DETAILS OF	APPLICATION	
6.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF LE	AVE:
□Adoption □Mandatory/Force □Maternity - 7 days Trans caregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule ) □Sabbatical ■Sick □Special Emergency (Cala □Special Leave Benefits fo □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. □Vacation  Others:	days for single me	other	☐ Within the Philip☐ Abroad (Pls. Spe In case of Sick leave☐ In Hospital (Pls. ☑ Out Patient (Pls.	secify): Specify): Specify): At home eave Benefits for Women:  ve: nination Review laster's Degree octorate Degree HD Degree
Inclus	AYS APPLIED FOR days sive Dates 3 - 03/20/2023	R	6.d COMMUTATION  ☑ Requested ☐ Not Requested  BANDIBAS, KEVIN NICK S.  (Signature of Applicant)	
La Company of the Com	7. DETA	ILS OF ACTIO	N ON APPLICATION	
7.a CERTIFICATION OF LEAV AS of: March 2023			7.b RECOMMENDAT	
	Vacation Leave	Sick Leave	⊠ For Approval	
Total Earned		2		
Less this Application		2	☐ For Disapprova	due to:
Balance		2		A)
HONEY SOFIA V. COLIS  Office of the Director for Human Resource Management			Department of Pure and Applied Chemis	
7.c APPROVED FOR: 2 day(s) with pay Others (Specify):	ay(s) without pay		7.d DISAPPROVED d	lue to:
		EDGARDO I (Printed Name an University P	nd Signature)	



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

# APPLICATION FOR LEAVE

OFFICE/DEPT./DIVISION	Name (Last)	(First		Suan
DOPAC	Bandibas	Kevi	5. SALARY (Monthly)	
DATE OF FILING	4. POSITION			5. SALARI (Montany)
03/23/2023		Instructor I		
US/ MUT -	6. DETA	ILS OF APPLI	CATION	
a TYPE OF LEAVE TO BE AV  □Adoption □Mandatory/Force □Maternity - 7 days Translaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule □Sabbatical □Special Emergency (Cal □Special Leave Benefits f □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC. □Vacation  Others:	Ferable to father/alternated days for single mother (XVI, Omnibus Rules Implementing Edmity) for women (No. 15, s. 2005)	6.b : In c	ase of vacation Within the Phi Abroad (Pis. Stase of Sick learn Hospital (Pout Patient (Fous of Special Secify Illness)  case of Study Illness)  case of Study Illness)  Case of Study Illness)  Case of Completion	n/Special Privilege leave: dippines: dippines: dispecify): dive: dis. Specify): dispecify): dispecify)
	1 day lusive Dates 023 - 03/22/2023		·, <u>1</u>	BANDIBAS, KEVIN NICK S.  (Signature of Applicant)
	7. DETAILS	OF ACTION	b RECOMME	NDATION:
7.a CERTIFICATION OF LE AS of: March 2023		Sick Leave	☑ For Appro	
15	Vacation Deave	1		
Total Earned Less this Application		1	□ For Disap	oproval due to:
Less this Application Balance		1	1	74
HONE	Y SOFIA V. COLIS	anagement		ELIZABETH S. QUEVEDO
Z - APPROVED FOR:	day(s) without pay		7.d DISAPPRO	OVED due to:

EDGARDO E. TULIN



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)	
03/14/2023	1	nstructor I		
	6. DETAI	LS OF APPLICATION		
6.a TYPE OF LEAVE TO BE	AVAILED OF:	6.b DETAILS OF LE	AVE:	
caregiver  □Maternity - additional 1  □Monetization  □Parental (Solo Parent)  □Paternity	e XVI, Omnibus Rules Implementing E.O. lamity) for women	□ Within the Phili     □ Abroad (Pls. Sp.  In case of Sick leave     □ In Hospital (Pls.     □ Out Patient (Pls.  No. In case of Special L. (Specify Illness)  In case of Study leat     □ BAR/Board Examt     □ Completion of M.     □ Completion of P.  Other purpose:	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	
Inclus	DAYS APPLIED FOR Lday sive Dates 3 - 03/27/2023	⊠ Requested C	6.d COMMUTATION  ☑ Requested ☐ Not Requested  BANDIBAS, KEVIN NICK S.  (Signature of Applicant)	
	7. DETAILS OF	ACTION ON APPLICAT	ION	
7.a CERTIFICATION OF LEA AS of: <u>March 2023</u>		7.b RECOMMENDA		
	Vacation Leave   Sick Lea	ve S For Approval		
Total Earned				
Less this Application	1	☐ For Disapprova	al due to:	
Balance	0.000		2	
The same of the sa	OFIA V. COLIS	_ /	JZABETH S. QUEVEDO nt of Pure and Applied Chemistry	
7.c APPROVED FOR:  1 day(s) with pay Others (Specify):	day(s) without pay	7.d DISAPPROVED	due to:	

#### EDGARDO E. TULIN