

DAILY TIME RECORD**RAMAL, ALLAN A.**
(NAME)For the month of
May 1 - 31, 2022
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	8:20	12:33	1:00	5:00		8hrs
3-TUE						Holiday
4-WED	7:31	12:28	12:28	4:58		8hrs
5-THU	7:50	12:19	12:19	5:00		8hrs
6-FRI						SL
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						SL
11-WED	7:58	12:20	12:58	5:00		8hrs
12-THU	8:10	12:27	1:01	4:50		8hrs
13-FRI						VL
14-SAT						Off
15-SUN						Off
16-MON	8:15	12:32	12:42	4:55		8hrs
17-TUE	8:20	12:00	1:00	4:50	30mins	7hrs 30mins
18-WED	8:00	12:17	12:17	4:48		8hrs
19-THU						SL
20-FRI						SL
21-SAT						Off
22-SUN						Off
23-MON						Absent
24-TUE						Absent
25-WED						Absent
26-THU						SL
27-FRI						SL
28-SAT						Off
29-SUN						Off
30-MON	8:00	12:00	12:30	4:30		8hrs
31-TUE	8:00	12:00	12:30	4:50		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.

ALLAN A. RAMAL

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDODepartment Head
Department of Pure and Applied Chemistry

Republic of the Philippines

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Rec

APPLICATION FOR LEAVE

Name (Last)	(First)	(Middle)
Ramal	Allan	Abenoja
4. POSITION		5. SALARY (Monthly)
Associate Professor V		

6. DETAILS OF APPLICATION

OF:

father/alternate caregiver
single mother

Rules Implementing E.O. No. 292)

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 homeIn case of Special Leave Benefits for Women:
(Specify Illness)In case of Study leave:
☐ Completion of Master's Degree
☐ BAR/Board Examination ReviewOther purpose:
☐ Monetization of Leave Credits
☐ Terminal Leave

D FOR

2

6.d COMMUTATION☒ Requested ☐ Not Requested**RAMAL, ALLAN A.**

(Signature of Applicant)

TAILS OF ACTION ON APPLICATION

ve	Sick Leave

7.b RECOMMENDATION:☐ For Approval☐ For Disapproval due to:**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:**EDGARDO E. TULIN**(Printed Name and Signature)
University President

DAILY TIME RECORD

RAMAL, ALLAN A.
(NAME)

For the month of
June 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Absent
2-THU						Absent
3-FRI	8:00	12:03	12:20	4:14	3mins	7hrs 57mins
4-SAT						Off
5-SUN						Off
6-MON	8:17	12:18	12:51	4:50		8hrs
7-TUE	8:15	12:30	12:40	4:52		8hrs
8-WED	8:20	12:35	12:40	4:50		8hrs
9-THU						Absent
10-FRI						Absent
11-SAT						Off
12-SUN						Off
13-MON	8:20	12:20	12:30	4:50		8hrs
14-TUE	8:00	12:25	4:04	4:04	3hrs 35mins	4hrs 25mins
15-WED						Absent
16-THU	8:15	12:20	12:32	4:52		8hrs
17-FRI	8:20	12:30	12:35	4:55		8hrs
18-SAT						Off
19-SUN						Off
20-MON	10:30	12:31	12:32	4:30	2hrs 1min	5hrs 59mins
21-TUE	8:30	12:38	12:41	4:39		8hrs
22-WED	8:20	12:28	12:31	4:48		8hrs
23-THU	8:30	12:43	12:43	4:59		8hrs
24-FRI	8:20	12:24	12:53	4:45	4mins	7hrs 56mins
25-SAT						Off
26-SUN						Off
27-MON	8:27	12:21	12:55	5:00	1min	7hrs 59mins
28-TUE						Absent
29-WED						Absent
30-THU						Absent

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.

ALLAN A. RAMAL

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

(Last) (First) (Middle)

nal Allan Abenoja

ITION 5. SALARY (Monthly)

Associate Professor V

6. DETAILS OF APPLICATION

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) : home

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

☒ Requested ☐ Not Requested

RAMAL, ALLAN A.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.b RECOMMENDATION:

☐ For Approval
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO
Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:

EDGARDO E. TULIN

(Printed Name and Signature)
University President

DAILY TIME RECORD

RAMAL, ALLAN A.

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Absent
2-SAT						Off
3-SUN						Off
4-MON		12:43	12:43	4:25	4hrs 18mins	3hrs 42mins
5-TUE		12:26	12:27	4:05	4hrs 22mins	3hrs 38mins
6-WED						Absent
7-THU				4:53	8hrs	
8-FRI						Absent
9-SAT						Off
10-SUN						Off
11-MON	9:30	12:29	12:30	3:28	2hrs 3mins	5hrs 57mins
12-TUE						Absent
13-WED						Absent
14-THU						Absent
15-FRI						Absent
16-SAT						Off
17-SUN						Off
18-MON						Absent
19-TUE						Absent
20-WED						Absent
21-THU						Absent
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON						Absent
26-TUE						Absent
27-WED						Absent
28-THU						Absent
29-FRI						Absent
30-SAT						Off
31-SUN						Off

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ALLAN A. RAMAL

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

DAILY TIME RECORD

RAMAL, ALLAN A.

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Absent
2-SAT						Off
3-SUN						Off
4-MON		12:43	12:43	4:25	4hrs 18mins	3hrs 42mins
5-TUE		12:26	12:27	4:05	4hrs 22mins	3hrs 38mins
6-WED						Absent
7-THU				4:53	8hrs	
8-FRI						Absent
9-SAT						Off
10-SUN						Off
11-MON	9:30	12:29	12:30	3:28	2hrs 3mins	5hrs 57mins
12-TUE						Absent
13-WED						Absent
14-THU						Absent
15-FRI						Absent
16-SAT						Off
17-SUN						Off
18-MON						Absent
19-TUE						Absent
20-WED						Absent
21-THU						Absent
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON						Absent
26-TUE						Absent
27-WED						Absent
28-THU						Absent
29-FRI						Absent
30-SAT						Off
31-SUN						Off

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ALLAN A. RAMAL

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

DAILY TIME RECORD**RAMAL, ALLAN A.**
(NAME)For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE						Absent
3-WED						Absent
4-THU						Absent
5-FRI						Absent
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE						Absent
10-WED						Absent
11-THU						Absent
12-FRI						Absent
13-SAT						Off
14-SUN						Off
15-MON						Absent
16-TUE						Absent
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						Absent
23-TUE						Absent
24-WED						Absent
25-THU						Absent
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	9:00	12:25	12:30	4:30	35mins	7hrs 25mins
31-WED						Absent

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.


ALLAN A. RAMAL

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

ate Generated: Sep/06/2022 11:38:49

Philippines

E UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Allan	Abenoja
5. SALARY (Monthly)	
rofessor V	

APPLICATION**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) : home

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

- ☒ Requested ☐ Not Requested


RAMAL, ALLAN A.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:


ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:**TULIN**

Signature)
 sident