BANDIBAS, YHENA L.

FEBRUARY For the month of:

Official hours for arrival

Regular days

and departure

Saturdays\_

D	A	A.M.		.М.	UNDERTIME	
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	1					
2						
3					1	
4						
5						
6						
7					10	
8					18	
9	> MA1	ERNITY U	PAVE			
10						
11						
12				1		
13	-					
14						
15	'					
16	g:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:30		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	SATU				1	
21	QUNDI					
22	8:00	12:30	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:30		
25	HOU	PAY			J	
26	8:00	12:00	1:00	5:00		
27	SATUR					
28	PUNDA	Y			- 0	
29						
30						
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

GLENN F. JANSAUN

In - Charge

#### DAILY TIME RECORD

BANDIBAS, YAENA L (Name)

For the month of:	FEBRUARY	2021
Official hours for arrival		Regular days
and departure	1	Saturdays

			-			
D		A.M.	Р	.M.	UND	ERTIME
A	Arrival	Departure	Arrival	Departure	Hrs	Min.
Y		o eparture	Patrival	Departure	THE.	Willia.
1	1					
2						
3						/
4						
5					1	
6					/	
7					/	
8	- Ann	range h lun / 1	TO 1 100			
9	mer	TERNITY I	CAUC			2
10					14	7
12						
13						
14					-	
15	1					
16	8:00	12:00	1:00	5:00		
17	8:00	[2:DD	1:00	5:30		
18	8:00	12:00	1:00	5:DD		
19	8:00	12:00	1:00	5:00		
20	SATUR					
21	JUNDA	Y				-
22	8":00	7:30	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	[2:00	1:00	5:30		
25	HOLID	14				
26	8:00	12:00	1:00	5.00		
27	SATUR					
28	amb	BY				140
29						
30						
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

GLEND F. JANSALIN

In - Charge

BANDIBAS, YHENA L.

(Name)

For the month of:	SEPTEMBER	2021
-------------------	-----------	------

Official hours for arrival and departure Regular days \_\_\_\_\_\_ Saturdays

D	A.M.		Р	M.	UNDERTIME	
A	Arrival	Arrival Departure		Departure	Hrs.	Min
1						
2	) WFH					
3						
4	SATUR	DAY				
5	SUNDA	14				
6						
7						
8	J WFH					
9						
10						
11	CATURE	H-1				
12	CUNDA	4				
13						
14						
15	) WFH					
16						
17						
18	CATURD	AY			411	
19	LOUNDIA					
20						
21						
22	HTW					
23						
24						
25	CADLAD	AY				
26	CATURD	4				
27						
28	1 (4 FW)				-	
29		-				
30						
31						

I CERTIFY on my honor that the above is true and correct raport of the hours of work performed, record of which made duty at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

### DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: SEPTE	MBER 2021
Official hours for arrival	Regular days
and departure	Saturdays

AM. P.M. UNDERTIME  Arrival Departure Arrival Departure Hrs. Min.  Departure Hrs. Min.  Arrival Departure Hrs. Min.  Arrival Departure Hrs. Min.  P.M. UNDERTIME  Arrival Departure Hrs. Min.  Min.  Arrival Departure Hrs. Min.  Arrival Departure Hrs. Min.  Min.  Arrival Departure Hrs. Min.  Min.  Arrival Departure Hrs. Min.  Arrival Departure Hrs. Min.  Min.  Arrival Departure Hrs. Min.  Arri	_						
A Arrival Departure Arrival Departure Hrs. Min.  1	D	A.M.		P.	M.	UND	ERTIME
1 2		Arrival	Departure	Arrived :	Departure	Lin	Min
2	Y		Separtore	Patrival	Departure	Files.	PARTIT.
3 / SATURDAY 5 SUNDAY 6 7 8 / WFH 9 10 / SATURDAY 12 SUNDAY 13 14 15 / WFH 16 17 / 18 SATURDAY 19 SUNDAY 20 21 22 WFH 23 24 / SATURDAY 26 SUNDAY 27 / SATURDAY 27 / SATURDAY 27 / SATURDAY 28 SUNDAY 29 / SUNDAY 20 / SATURDAY 21 / SATURDAY 22 / WFH 23 / SATURDAY 24 / SATURDAY 25 SATURDAY 26 SUNDAY 27 / SATURDAY 27 / SATURDAY 27 / SATURDAY 28 SUNDAY 29 / SATURDAY 20 / SATURDAY 21 / SATURDAY 22 / SATURDAY 23 / SATURDAY 24 / SATURDAY 25 SATURDAY 26 SUNDAY 27 / SATURDAY	1						
4 CATURDAY  5 SUNDAY  6 7  8 YUTH  9 10  11 SATURDAY  12 JUNDAY  13 14  16 17 /  18 SATURDAY  19 SUNDAY  20 21 22 WITH  23 24 J  26 SATURDAY  27 Y	2	> WFH					
5 SUNDAY 6 7 8	3						
6 7 8		CATUR	DAY				
7 8	-	SUNDA	4				
8	THE RESIDENCE OF THE PERSON NAMED IN						
9 10 11 SATURDAY 12 JUNDAY 13 14 16 17 18 JATURDAY 19 JUNDAY 20 21 22 WFH 23 24 J 26 SATURDAY 27 D	-						
10   SATURDAY   12   SUNDAY   13   14   15   WFH   16   17   18   SATURDAY   19   SUNDAY   20   21   22   WFH   23   24   25   SATURDAY   26   CUNDAY   27   D	-	) WFH					
11							
12 JUNDAY  13  14  15 WFH  16  17  18 JATURDAY  20  21  22 WFH  23  24  25 SATURDAY  26 CUNDAY  27	-		-81				
13 14 15	-	SATUR	DAY				
14 15	-	SUNDA	7				
15 \ WFH  16  17  18 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	-						
16   17   18	-	THEFT					
17 / 18 JATURDA-/ 19 JUNDA-/ 20 21 22 / WFH 23 24 / 26 SATURDA-/ 26 CUNDA-/ 27 D	-	) WFH					
18 JATURDAY 19 JUNDAY 20 21 22 WFH 23 24 J 26 SATURDAY 26 CUNDAY	mental state of						
19 JUNDAY 20 21 22 WFH 23 24 J 26 SATURDAY 26 CUNDAY	-	/ Marie	00-1		-		
20 21 22 WFH 23 24 J 25 SATURDAY 26 CUNDAY 27 D	-				-		
21	_	JUNNH	7				1
22	-				-		
23 24 25 SATURDAY 26 CUNDAY 27	-	\ \III±B					
24 / 25 SATURDAY 26 CUNDAY 27 D	THE RESERVE NAMED IN	WITH					
26 SATURDAY 26 CUNDAY 27	-						
26 CUNDAY 27	THE REAL PROPERTY.	CATTLE	DAV				
27	-	CHINDIA	J				-
	-	T COUNTY	1				
	_	WEH					-
29		VIII					
30	_	)					
31	31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours

ELITABETH S. QUEVEDO

In - Charge





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

#### ACCOMPLISHMENT REPORT

(September 2021)

This is to certify that the undersigned <u>YHENA L. BANDIBAS</u> was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
September 1-3, 2021	Prepared Chem 11 OBE Course Syllabus	24
September 6-8 2021	Prepared Chem 110 OBE Course Syllabus	24
September 9, 10, & 13, 2021	Prepared Chem 113n OBE Course Syllabus	24
September 14- 16, 2021	Prepared Chem 132n OBE Course Syllabus	24
September 17, 2021	Updated Module 1-3 Assessments in Chem 11, Chem 110, and Chem 113n in VSUEE	8
September 20- 22, 2021	Edited and Setup Modules 1-3 Lessons and Assessments in Chem 132n in VSUEE	24
September 23- 24, 2021	Prepared Module 4 powerpoint presentations, recorded video lectures, and assessments in Chem 11, Chem 110, and Chem 113n	16
September 27- 28 2021	Edited and Setup Modules 4-5 Lessons and Assessments in Chem 132n in VSUEE	16
September 29- 30, 2021	Prepared Module 5 powerpoint presentations, recorded video lectures, and assessments in Chem 11, Chem 110, and Chem 113n	16
	TOTAL OUTPUT POINTS DELIVERED	176

Total	Points to	ho	dalivarad	during	WELL	Min n	f days	v 2	hee) -		176	
lotai	Points to	De (	aenverea	aunng	WHI	INO. O	T days	Xδ	nrs) -	-	1/0	

Less: Total Output Points accomplished/delivered = 176

Number of hours (undertime)

Submitted by:

lel Banitas

YHENA L. BANDIBAS Name of Employee/Faculty



Vision: Mission:





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

Recommending Approval:

ELIZABETH S. QUEVEDO Head, DoPAC

Approved:

MA. THERESA P. LORETO Dean, CAS

BANDIBAS, YHENA L.

DCTDBER 2021 For the month of:

Official hours for arrival and departure

Regular days Saturdays

D		A.M.	P	.M.	UNDE	RTIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					-
2	SATURD	84				
3	CUNDA	1				
4	WFH					
5	8:00	12:00	12:50	5:00		
6	8:00	12:05	12:55	7:05		-
7	g:00	12:00	1:00	\$:00		
8	8:00	2.00	1:00	5.00		
9	SATURDA	+			7	
10	CUNDA					
11	8:00	12:05	12:55	7:05		
12	WFH				-	
13	8:00	12:00	2:5D	7:10		
14	WFH					
15	WFH					
16	CATURO					
17	UNDA					
18	8:00	12:00	2:55	7:00		
19	8:00	12:05	1:00	5:00		omin'i
20	HOLIDA					
21	8100	2:00	1:00	7:05		
22	WFH					
23	SATURD	1				
24	CANDAY	Total Control				
25	8:00	12:10	100	7:10		
26	WFH					
27	WFH	CALL PARK	1.00			
28	8:00	12105	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	CATURDA					
31	HADUND.					

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

Massibas

ELIZABETH S. QUEVEDO

### DAILY TIME RECORD

BANDIBAS, YHENA L.

For the month of: DCTOBER 2021

Official hours for arrival and departure

Regular days Saturdays

0		A.M.	P	.M. ]	UND	ERTIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					-
2	SATUR	MAY.				
3	CHUD	4				
4	WFH					
5	8:DD	12:00	12:50	5:00		-
6	8:00	12:05	12:55	7:05		
7	8100	2:00	1:00	5:00		
8	8.00	12:00	1:00	5:00		
9	SATURT					-
10	SUNDA	4				
11	8:00	12:05	12:53	7:05		
12	WFH					
13	8:00	12:00	2:50	7110		
14	WFH					-
15	WFH					
16	SATUAD	A-A				_
17	SUNDA	4				
18	8:00	12:00	12:55	7:00		
19	8:00	12:05	1:00	5:00		
20	HOUD	47				_
21	8:00	12:00	1:00	7:05		
22	W#H					
23	SATURB	10-1				
24	MOUNDA	1				
25	8:00	12:10	1:00	7:ID		
26	WIFA					
27	WFH					. 4
28	8:00	12:05	1:00	5100		
29	8:100	12:00	1100	5:00		
30	SATURDA	1				
31	CUNDA	1				

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELITABETH S. QUEVEDO

in - Charge





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

#### **ACCOMPLISHMENT REPORT**

(October 2021)

This is to certify that the undersigned YHENA L. BANDIBAS was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
October 1 & 4, 2021	Prepared Module 6 powerpoint presentations, recorded video lectures, and assessments in Chem 11, Chem 110, and Chem 113n	16
October 12, 14, & 15, 2021	Edited and Setup Modules 6-8 Lessons and Assessments in Chem 132n in VSUEE	24
October 22, 2021	Checked Assessment 1.2 in Chem 11 (2 sections), Chem 113n (1 section), and Chem 110 (2 sections) and updated class records	8
October 26, 2021	Checked Assessment 1.4 in Chem 11 (2 sections) and Chem 113n (1 section) and updated class records	8
October 27, 2021	Checked Assessment 1.4 in Chem 110 (2 sections) and updated class records	8
	TOTAL OUTPUT POINTS DELIVERED	64

Total Points to be delivered during WFH (No. of days x 8 hrs) = 64

Less: Total Output Points accomplished/delivered = 64

Number of hours (undertime)

Submitted by:

YHENA L. BANDIBAS Name of Employee/Faculty

Recommending Approval:

**ELIZABETH S. QUEVEDO** 

Head, DoPAC



Vision: Mission:





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

Approved:

MA. THERESA P. LORETO Dean, CAS



Vision: Mission:

BANDIBAS, YHENA L.

(Name)

For the month of:	NOVEMBER	202
For the month of:	ACACTUBEL	402

Official hours for arrival and departure Regular days \_\_\_\_\_ Saturdays\_\_\_\_

D	A	LM.	P	.M.	UNDER	RTIME
AY	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDA	4				
2	WFH					
3	WFH					
4	WFH					
5	8:00	12:00	1:00	5:00		
6	SATURD	193				
7	SUNPA					
8	Houpi					
9	8:00	12:00	1:00	5'00		
10	WFH					
11	WFH			1	1	
- 12	8:00	12:00	11.00	5100		
13	SATURE					
14	JUNDA	y				-
15	8:00	12:05	12:55	7105		
16	WH					
17	WFH					
18	WFH					
19	8:00	12100	1:00	5:00		
20	CATURD	AY				
21	CUNDA					
22	WFH					
23	WFH					
24	WFH					
25	8100	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	CATURD		- Arribotion	- Starten		
28	SUNDA					
29	8:00	12:05	12:55	7:05		
30	HOLIDA					
31			-			-

/ CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

EUZHBETH S. QUEVEDO

in - Charge

### DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of:	NOVEMBER	2021	
Official hours for arrival		Regular days	
and departure	1	Saturdays	

D		A.M.	P	M.	UNDERTIME		
A	Arrival	Departure	Arrival	Departure	.Hrs.	Min.	
1	HOLIDA	4					
2	WFH						
3	WFH						
4	WFH						
5	8:00	12:00	1:00	5:00			
6	SATUR	DAY					
7	GUNDA						
8	HOLID	PY					
9	8:00	12:00	1:00	5:00			
10	UFH						
11	WFH						
12	8:00	12:00	1:00	5.00			
13	SATUR	DAY					
14	SUNDA	4					
15	8:00	12:05	12:55	7:05			
16	WFH						
17	WFH						
18	WFH						
19	8:00	12:00	1.00	5:00			
20	SATURI	19-1					
21	SWNDA	4					
22	WFH						
23	WFH						
24	WFH						
25	8:00	12:00	1:00	5,00			
26	8:00	12:00	1:00	5:00			
27	SATUR	FAC					
28	SUNDA-						
29	8:00	2105	12:55	7105			
30	HOUD4	H					
31							

/ CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

Wellastitas

tlizabeth s. Quevedo

In - Charge





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

Approved:

MA. THERESA P. LORETO Dean, CAS



BANDIBAS, YHENA L.

For the month of:	D	E	C	EI	V)	B	
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ER 2021

Official hours for arrival and departure

Regular days Saturdays\_

D	P	.M.	P.	M.	UNDER	STIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:05	12:55	7:05		
2	8:00	12:00	1:00	5.00		
3	8.00	12:00	1:00	5:00		
4	SATUR	DAY				
5	SUNDA	7				
8	WFH					
7	8:00	12:00	1.00	5:00		
8	HOUDA	4				
9	WFH					
10	8:00	12:00	1:00	5:00		
11	CATUR			2		
- 12	SUNDA					
13	8:00	12:05	12:55	7:05		
14	8:00	12:00	1.00	5:00		
15	8:00	12:05	LUDRIS	EUS PENSIO	0	
16		MENNEN				
17		USPENSION				
18	SATUR					
19	JUNDA					
20	CALAM					
21	CALAMIT					
22		AVE				
23		AVE				
24	VACATIO					
25	SATURDA	14				
26	SUNDAY					
27		-				
28	1					
29	TEACHE	RIS LEAVE				
30						
31		-				

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

### DAILY TIME RECORD

BANDIBAS, YHENA L.

		100000
or the month of:	DECEMBER	2021

Official hours for arrival and departure

Regular days Saturdays

-						
0		A.M.	P	.M.	UND	ERTIME
A	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	8:00	12:05	12:55	7:05		
2	8:00	2:00	1:00	5:00		
3	8:00	2:00	1:00	5:00		
4	SATUP					
5	SUNDA	1				
6	WFA					
7	8:00	2:00	1:00	5100		
8	HOLID	A+				
9	WFH					
10	8:00	12:00	1:00	5:00		
11	SATURY					
12	SUNDA					
13	8:00	12:05	12155	7:05		
14	8:00	2:00	1:00	5:00		
15	8:00	2:05	WORK S	WHENSON		
16	WORK	CUSPELLION				
17	WORK .	TUSPENSION				
18	SATUR	DAY				
19	CUNDA	4		7		
20	CALAMI					
21	CALAMI					
22	SICK LE					
23	nck le					
24	VACATI	IN LEAVE				
25	SATURI	MY				
26	SUNDAT					
27						-
28						
29	) TEACH	ER'S LEAUE				
30						-
31	U					

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

Wel Ban \$600





Visca, Baybay City, Leyte, PHILIPPINES Telefax:

Email: @vsu.edu.ph Website: www.vsu.edu.ph

#### ACCOMPLISHMENT REPORT

(December 2021)

This is to certify that the undersigned YHENA L. BANDIBAS was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
December 6 & 9, 2021	Checked Assessment 3.1 in Chem 11 (2 sections), Chem 110 (2 sections), and Chem 113n (1 section) and updated class records	16
	TOTAL OUTPUT POINTS DELIVERED	16

Total Points to be delivered during WFH (No. of days x 8 hrs) = 16

Less: Total Output Points accomplished/delivered = 16

Number of hours (undertime)

Submitted by:

DI Barthas

YHENA L. BANDIBAS Name of Employee/Faculty

Recommending Approval:

**ELIZABETH S. QUEVEDO** 

Head, DoPAC

Approved:

MA. THERESA P. LORETO Dean, CAS





### 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		Yhena	Lazona	
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
12/14/2021		Instructo	or I	
	6.	DETAILS OF A	APPLICATION	
Ga TYPE OF LEAVE TO BE AV  Adoption  Mandatory/Force  Maternity - 7 days Transficaregiver  Maternity - additional 15  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. 80 Vacation  Others:	erable to father/alt days for single mo	APPLICATION  6.b DETAILS OF LEAVE:  In case of vacation/Special Privilege leave:  ⊠ Within the Philippines: Cebu  □ 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:  □ Completion of Master's Degree  □ BAR/Board Examination Review  Other purpose:  □ Monetization of Leave Credits  □ Terminal Leave		
Inclus	AYS APPLIED FOR Lday sive Dates 1 - 12/24/2021	6.d COMMUTAT		
				(Signature of Applicant)
	7. DETAI	LS OF ACTIO	N ON APPLICAT	ION
7.a CERTIFICATION OF LEAV			7.b RECOMMEN	
AS of: December 2021				
Total Earned  Less this Application  Balance  REGINA  Office of the Head of 1	Vacation Leave  C. BIBERA Payroll and Leave I			
7.c APPROVED FOR:	y(s) without pay		7.d DISAPPROV	ED due to:
	<u>+</u>	EDGARDO  (Printed Name a University)	E. TULIN nd Signature)	