

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: FEBRUARY 2021

Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9	MATERNITY LEAVE					
10						
11						
12						
13						
14						
15						
16	8:00	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	SATURDAY					
21	SUNDAY					
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	HOLIDAY					
26	8:00	12:00	1:00	5:00		
27	SATURDAY					
28	SUNDAY					
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.

JACOB GLENN F. JANSALIN

In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: FEBRUARY 2021

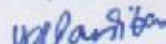
Official hours for arrival
and departure

Regular days _____

Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9	MATERNITY LEAVE					
10						
11						
12						
13						
14						
15						
16	8:00	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	SATURDAY					
21	SUNDAY					
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	HOLIDAY					
26	8:00	12:00	1:00	5:00		
27	SATURDAY					
28	SUNDAY					
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.

JACOB GLENN F. JANSALIN

In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: SEPTEMBER 2021

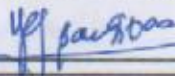
Official hours for arrival
and departure

Regular days _____

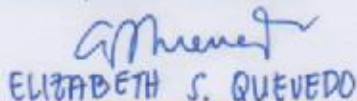
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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 duty at the time of arrival and departure from office.



VERIFIED as to the prescribed office hours.



In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: SEPTEMBER 2021

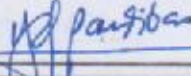
Official hours for arrival
and departure

Regular days _____

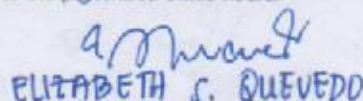
Saturdays _____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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 duty at the time of arrival and departure from office.



VERIFIED as to the prescribed office hours.



In - Charge



ACCOMPLISHMENT REPORT

(September 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
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 be delivered during WFH (No. of days x 8 hrs) = 176

Less: Total Output Points accomplished/delivered = 176

Number of hours (undertime) ()

Submitted by:

YHENA L. BANDIBAS

Name of Employee/Faculty



Recommending Approval:

ELIZABETH S. QUEVEDO

Head, DoPAC

Approved:

MA. THERESA P. LORETO

Dean, CAS

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: OCTOBER 2021

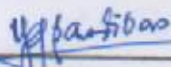
Official hours for arrival
and departure

Regular days

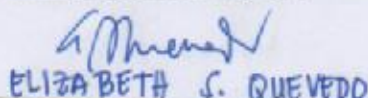
Saturdays

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					
2	SATURDAY					
3	SUNDAY					
4	WFH					
5	8:00	12:00	12:50	5:00		
6	8:00	12:05	12:55	7:05		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	SATURDAY					
10	SUNDAY					
11	8:00	12:05	12:55	7:05		
12	WFH					
13	8:00	12:00	12:50	7:10		
14	WFH					
15	WFH					
16	SATURDAY					
17	SUNDAY					
18	8:00	12:00	12:55	7:00		
19	8:00	12:05	1:00	5:00		
20	HOLIDAY					
21	8:00	12:00	1:00	7:05		
22	WFH					
23	SATURDAY					
24	SUNDAY					
25	8:00	12:10	1:00	7:10		
26	WFH					
27	WFH					
28	8:00	12:05	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	SATURDAY					
31	SUNDAY					

I CERTIFY on my honor that the above is true and correct report 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.



In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: OCTOBER 2021

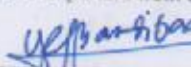
Official hours for arrival
and departure

Regular days

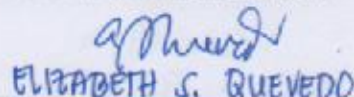
Saturdays

DAY	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	WFH					
2	SATURDAY					
3	SUNDAY					
4	WFH					
5	8:00	12:00	12:50	5:00		
6	8:00	12:05	12:55	7:05		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	SATURDAY					
10	SUNDAY					
11	8:00	12:05	12:55	7:05		
12	WFH					
13	8:00	12:00	12:50	7:10		
14	WFH					
15	WFH					
16	SATURDAY					
17	SUNDAY					
18	8:00	12:00	12:55	7:00		
19	8:00	12:05	1:00	5:00		
20	HOLIDAY					
21	8:00	12:00	1:00	7:05		
22	WFH					
23	SATURDAY					
24	SUNDAY					
25	8:00	12:10	1:00	7:10		
26	WFH					
27	WFH					
28	8:00	12:05	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	SATURDAY					
31	SUNDAY					

I CERTIFY on my honor that the above is true and correct report 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.



In - Charge



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



ACCOMPLISHMENT REPORT

Approved:

(October 2021)

MA. THERESA P. LORETO
 Dean, CAS

Specific Dates	Activities/Outputs accomplished and delivered/unfilled	Equivalent Points
October 1-6, 2021	Prepared Module 6 professional presentations, suggested video lectures, and assignments in Chem 11, Chem 110, and Chem 113N	14
October 12, 14, & 15, 2021	Spoke and Group Modules 6-8 Lectures and Assignments in Chem 113N in VSURE	24
October 22, 2021	Checked Assignments 1,2 in Chem 11 (2 sections), Chem 113N (1 section), and Chem 110 (2 sections) and updated class records	6
October 26, 2021	Checked Assignments 1,4 in Chem 11 (2 sections) and Chem 113N (1 section) and update class records	3
October 27, 2021	Checked Assignment 1,4 in Chem 110 (2 sections) and updated class records	3
TOTAL OUTPUT POINTS DELIVERED		50

Total Points to be delivered during VARS (No. of days x 3 hrs) = 54

Less: Total Output Points accomplished/delivered = 50

Number of hours left/overdue = 4

Submitted by:

Theresa P. Loreto
YHENA L. BANGSAG
 Name of Employee/Agency

Recommending Approval:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
 Head, DePAC

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: NOVEMBER 2021

Official hours for arrival
and departure

Regular days

Saturdays

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	WFH					
3	WFH					
4	WFH					
5	8:00	12:00	1:00	5:00		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	WFH					
11	WFH					
12	8:00	12:00	1:00	5:00		
13	SATURDAY					
14	SUNDAY					
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	SATURDAY					
21	SUNDAY					
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	SATURDAY					
28	SUNDAY					
29	8:00	12:05	12:55	7:05		
30	HOLIDAY					
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.

Yffastibas

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: NOVEMBER 2021

Official hours for arrival
and departure

Regular days

Saturdays

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	WFH					
3	WFH					
4	WFH					
5	8:00	12:00	1:00	5:00		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	WFH					
11	WFH					
12	8:00	12:00	1:00	5:00		
13	SATURDAY					
14	SUNDAY					
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	SATURDAY					
21	SUNDAY					
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	SATURDAY					
28	SUNDAY					
29	8:00	12:05	12:55	7:05		
30	HOLIDAY					
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.

Yffastibas

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge



Approved:

MA. THERESA P. LORETO
Dean, CAS

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: DECEMBER 2021

Official hours for arrival
and departure

Regular days _____

Saturdays _____

DAY	A.M.		P.M.		UNDERTIME	
	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	SATURDAY					
5	SUNDAY					
6	WFH					
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	WFH					
10	8:00	12:00	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:05	12:55	7:05		
14	8:00	12:00	1:00	5:00		
15	8:00	12:05	WORK SUSPENSION			
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	CALAMITY LEAVE					
21	CALAMITY LEAVE					
22	SICK LEAVE					
23	SICK LEAVE					
24	VACATION LEAVE					
25	SATURDAY					
26	SUNDAY					
27						
28						
29	TEACHER'S 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.

Yppartibao

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

DAILY TIME RECORD

BANDIBAS, YHENA L.

(Name)

For the month of: DECEMBER 2021

Official hours for arrival
and departure

Regular days _____

Saturdays _____

DAY	A.M.		P.M.		UNDERTIME	
	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	SATURDAY					
5	SUNDAY					
6	WFH					
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	WFH					
10	8:00	12:00	1:00	5:00		
11	SATURDAY					
12	SUNDAY					
13	8:00	12:05	12:55	7:05		
14	8:00	12:00	1:00	5:00		
15	8:00	12:05	WORK SUSPENSION			
16	WORK SUSPENSION					
17	WORK SUSPENSION					
18	SATURDAY					
19	SUNDAY					
20	CALAMITY LEAVE					
21	CALAMITY LEAVE					
22	SICK LEAVE					
23	SICK LEAVE					
24	VACATION LEAVE					
25	SATURDAY					
26	SUNDAY					
27						
28						
29	TEACHER'S 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.

Yppartibao

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge



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:

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	Instructor I														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <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 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. 9362 / CSC MC No. 15, s. 2005) <input checked="" type="checkbox"/> Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Cebu</u> <input type="checkbox"/> Abroad (Pls. Specify) : _____ In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : _____ <input type="checkbox"/> Out Patient (Pls. Specify) : _____ In case of Special Leave Benefits for Women: (Specify illness) _____ In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR <div style="text-align: center;">1 day Inclusive Dates 12/24/2021 - 12/24/2021</div>		6.d COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested <div style="text-align: center;"> BANDIBAS, YHENA L. (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2021</u> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width:50%;"></th> <th style="width:25%;">Vacation Leave</th> <th style="width:25%;">Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits </div>			Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center;"> ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry </div>	
	Vacation Leave	Sick Leave													
Total Earned															
Less this Application															
Balance															
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to: <div style="text-align: center; margin-top: 20px;"> EDGARDO E. TULIN (Printed Name and Signature) University President </div>													