Civil Service Form 48

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

For the month of February 1 - 28, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		P	M		
	IN	OUT	IN	OUT	T/U	Total .
1-WED						SL
2- THU	7:42	12:50	12:56	5:38		8hrs
3-FRI	8:05	12:06	12:14	5:23	Smins	7hrs 55mins
4-SAT						Off
5-sun						Off
6-MON	9:44	12:08	12:49	5:02	1hr 44mins	6hrs 16mins
7-TUE						SL
8-WED						SL
9 -THU						VL.
10-FRI	9:06	12:04	12:10	5:00	thr 6mins	6hrs 54mins
11-SAT						Off
12-SUN						Off
13-MON	9:59	12:03	12:16	5:10	1hr 59mins	6hrs 1min
14-TUE						SL
15-WED						SL
16-THU			-			VL.
17-PRI						VL.
18-SAT						Off
19-SUN						Off
20-MON	6:59	12:00	12:59	5:07	-	8hrs -
21-TUE	7:00	12:04	12:07	4:09		Bhrs
22-WED			1			SL
23-тни	6:56	12:01	12:16	5:08		Shrs
24-FRI						Holiday
25-SAT						Off .
26-SUN						Off
27-MON	6:59	12:02	12:08	4:13		8hrs -
28-TUE	6:59	12:03	12:09	4:04		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 doily at the time of arrival at and departure from office.

KEVIN MCK S. BANDIBAS

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head Department of Pure and Applied Chemistry E | Civil Service Form 48

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DAILY TIME RECORD BANDIBAS, KEVIN NICK S.

For the month of February 1 - 28, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

Day		AM		PM		10000		_
Day	IN	OU	T IN	ou	T	T/U	Total	0
1-WED							SL	
2-тни	7:4	2 12:	50 12:5	56 5:3	8		8hrs	_
3-FRI	8:0	5 12:0	06 12:1	14 5:2	3 5	mins	7hrs 55mins	_
4-SAT					1		Off	_
5-sun							Off	_
6-MON	9:4	4 12:0	8 12:4	9 5:02		hr 4mins	6hrs 16mins	,
7-TUE					1		SL	-
B-WED							SL	_
9 -THU					+	-	VL	_
10-FRI	9:00	6 12:0	4 12:1	0 5:00	12	ar 6mins	6hrs 54mins	_
11-SAT					+	ar Commis	Off	
12-SUN					+		Off	
13-MON	9:59	12:0	3 12:10	5:10	1h	mins	6hrs 1min	
14-TUE					-		SL	
15-WED							SL	
16-THU							VL	
17-FRI							VL.	
18-5AT						-	Off	_
19-SUN							Off	
20-MON	6:59	12:00	12:59	5:07			8hrs	_
21-TUE	7:00	12:04	12:07	4:09				_
22-WED				100			8hrs SL	_
23-тни	6:56	12:01	12:16	5:08			8hrs	_
24-FRI			10.00	0.00				_
5-SAT							Holiday	_
6-sun						-	Off	
7-MON	6:59	12:02	12:08	4:13	_	_	Off	_
8-TUE	6:59	12:03	12:09	4:04	_	_	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.

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

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas	Bandibas		Suan
DATE OF FILING 4. POSITION				5. SALARY (Monthly)
02/03/2023		tor I		
	6.	DETAILS OF	APPLICATION	
S.a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF	LEAVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Trans caregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule: □Sabbatical □Sick □Special Emergency (Cali: □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No.	days for single mo XVI, Omnibus Rules Impleme amity) or 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 Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
Inclu	DAYS APPLIED FOR 1 day usive Dates 23 - 02/01/2023		BANDIBAS, KEVIN NICK S. (Signature of Applicant)	
	7. DETAI	ILS OF ACTIO	N ON APPLICATI	ON
7.a CERTIFICATION OF LEA AS of: February 2023	VE CREDITS		7.b RECOMMEN	DATION:
	Vacation Leave	Sick Leave	☑ For Approva	al
Total Earned		1		
Less this Application		1	□ For Disappr	oval due to:
Balance		1		c-0 0
REGIN Office of the Head of	A C. BIBERA Payroll and Leave	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry		
7.c APPROVED FOR:	day(s) without pay		7.d DISAPPROVE	ED due to:
•	f	EDGARDO (Printed Name a University		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC	Bandibas		Kevin Nick	Suan
3. DATE OF FILING	TE OF FILING 4. POSITION			5. SALARY (Monthly)
02/10/2023		tor I		
	6.	DETAILS OF A	APPLICATION	
a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF I	LEAVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transferred □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule) □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 mo	In case of vacation/Special Privilege leave: □ Within the Philippines: □ Abroad (Pls. Specify): In case of Sick leave: □ In Hospital (Pls. Specify): 図 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		
Inclu	DAYS APPLIED FOR 2 days sive Dates 23 - 02/08/2023	-		Not Requested NDIBAS, KEVIN NICK S. (Signature of Applicant)
	7 DETAI	I S OF ACTIO	N ON APPLICATION	
7.a CERTIFICATION OF LEAV		LS OF ACTIO	7.b RECOMMENI	The state of the s
AS of: February 2023				
	Vacation Leave	Sick Leave	⊠ For Approva	
Total Earned		2	D.F. Di	and describe
Less this Application		2	□ For Disappro	oval due to:
Balance		2		m \
REGIN	A C. BIBERA	ELIZABETH S. QUEVEDO		
Office of the Head of	Payroll and Leave	Benefits	Departme	ent of Pure and Applied Chemistry
7.c APPROVED FOR: 2 day(s) with pay Others (Specify):	day(s) without pay		7.d DISAPPROVE	D due to:
•	4	EDGARDO (Printed Name a University)	nd Signature)	



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

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1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)	
DOPAC Bandibas		Kevin Nick	Suan		
DATE OF FILING 4. POSITION				5. SALARY (Monthly)	
02/03/2023		tor I			
	6.	DETAILS OF A	APPLICATION		
5.a TYPE OF LEAVE TO BE AV □Adoption □Mandatory/Force □Maternity	AILED OF:	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: ⊠ Within the Philippines: Baybay City □ Abroad (Pls. Specify):			
□Maternity - 7 days Transficaregiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule 3 □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 mo	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			
Inclu	PAYS APPLIED FOI 1 day sive Dates 13 - 02/09/2023	R	6.d COMMUTATION ⊠ Requested □ Not Requested BANDIBAS, KEVIN NICK S. (Signature of Applicant)		
	7. DETA	ILS OF ACTIO	N ON APPLICATI	ON	
7.a CERTIFICATION OF LEAV AS of: February 2023			7.b RECOMMEN		
Total Earned	Vacation Leave	Sick Leave	□ For Approva □ For Disappr		
Less this Application Balance	1	0.000		cm 0)	
REGINA Office of the Head of	A C. BIBERA Payroll and Leave	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemist			
7.c APPROVED FOR: 1 day(s) with pay Others (Specify):	lay(s) without pay	7.d DISAPPROVED due to:			
•	f.	EDGARDO (Printed Name a University)	E. TULIN nd Signature)		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

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1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)
DOPAC Bandibas		Kevin Nick	Suan	
B. DATE OF FILING	ATE OF FILING 4. POSITION			5. SALARY (Monthly)
02/20/2023		tor I		
	6.	APPLICATION		
5.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF	LEAVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transforategiver □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule 2) □Sabbatical □Sick □Special Emergency (Calately Descriptions of the Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC Note Calately Descriptions of the Special Color of the Study □VAWC (RA No. 9262 / CSC MC Note Calately Descriptions of the Special Color o	days for single mo	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		
Inclu	OAYS APPLIED FOR L days sive Dates 3 - 02/15/2023	3	6.d COMMUTATION ☑ Requested ☐ Not Requested BANDIBAS, KEVIN NICK S. (Signature of Applicant)	
	7 DETAI	TE OF ACTIO	N ON APPLICATI	
7.a CERTIFICATION OF LEAV AS of: February 2023			7.b RECOMMEN	
	Vacation Leave	Sick Leave	☑ For Approva	al
Total Earned		2	G For Disser-	mural due to
Less this Application		- 2	☐ For Disappr	oval due to:
Balance		2		90 hard
REGINA Office of the Head of	A C. BIBERA Payroll and Leave	Benefits	ELIZABETH S. QUEVEDO Department of Pure and Applied Chemistry	
7.c APPROVED FOR: 2 day(s) with pay Others (Specify):	lay(s) without pay	7.d DISAPPROVED due to:		
,	_	EDGARDO (Printed Name a University		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

. OFFICE/DEPT./DIVISION Name (Last)		(First)	(Middle)	
DOPAC Bandibas		Kevin Nick	Suan	
DATE OF FILING 4. POSITION			5. SALARY (Monthly)	
02/06/2023		Instruc	tor I	
	6. 1	APPLICATION		
6.a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF I	EAVE:
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transforce □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule 3 □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits force □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. ⊠Vacation Others:	days for single mo	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		
Inclu	DAYS APPLIED FOR 2 days 2 days 23 - 02/17/2023			Not Requested NDIBAS, KEVIN NICK S. (Signature of Applicant)
	7. DETAI	LS OF ACTIO	N ON APPLICATION	ON
7.a CERTIFICATION OF LEAV AS of: February 2023			7.b RECOMMENI	
	Vacation Leave	Sick Leave	⊠ For Approva	
Total Earned			D For Discourse	wal due to
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REGINA	A C. BIBERA		E	LIZABETH S. QUEVEDO
Office of the Head of	Payroll and Leave	Benefits	Departme	ent of Pure and Applied Chemistry
7.c APPROVED FOR: 2 day(s) with pay Others (Specify):	lay(s) without pay		7.d DISAPPROVE	D due to:
•	*	EDGARDO (Printed Name a University		



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1. OFFICE/DEPT./DIVISION	OFFICE/DEPT./DIVISION Name (Last)		(First)	(Middle)
DOPAC	Bandibas		Kevin Nick	Suan
B. DATE OF FILING	ATE OF FILING 4. POSITION			5. SALARY (Monthly)
02/06/2023		Instruc	tor I	
	6.	DETAILS OF A	APPLICATION	
a TYPE OF LEAVE TO BE A	VAILED OF:		6.b DETAILS OF L	EAVE:
□ Adoption □ Mandatory/Force □ Maternity □ Maternity - 7 days Trans caregiver □ Maternity - additional 15 □ Monetization □ Parental (Solo Parent) □ Paternity □ Rehabilitation (Sec. 55, Rule: □ Sabbatical □ Sick □ Special Emergency (Calk □ Special Leave Benefits for □ Special Leave Privilege □ Study □ VAWC (RA No. 9262 / CSC MC N ■ Vacation Others:	days for single mo	ther	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	
Inclu	DAYS APPLIED FOR 2 days usive Dates 23 - 02/17/2023		BA	Not Requested NDIBAS, KEVIN NICK S. (Signature of Applicant)
	7. DETA	ILS OF ACTIO	N ON APPLICATIO	ON
7.a CERTIFICATION OF LEA AS of: February 2023	VE CREDITS	**	7.b RECOMMENI	DATION:
	Vacation Leave	Sick Leave	□ For Approva	
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REGIN	A C. BIBERA	,		LIZABETH S. QUEVEDO
Office of the Head of	Payroll and Leave	Benefits	Departme	ent of Pure and Applied Chemistry
7.c APPROVED FOR: 2 day(s) with pay Others (Specify):	day(s) without pay		7.d DISAPPROVE	D due to:
•	_	EDGARDO (Printed Name University		



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	OFFICE/DEPT./DIVISION Name (Last)			(Middle)	
DOPAC	Bandibas		Kevin Nick	Suan	
B. DATE OF FILING	4. POSITION			5. SALARY (Monthly)	
02/23/2023		tor I			
	6.	DETAILS OF A	PPLICATION		
6.a TYPE OF LEAVE TO BE AV	AILED OF:	6.b DETAILS OF LE	AVE:		
□Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transforce □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule X □Sabbatical ⋓Sick □Special Emergency (Cala □Special Leave Benefits fo □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC Ne □Vacation Others:	days for single mo	In case of vacation/Special Privilege leave: □ Within the Philippines: □ Abroad (Pls. Specify): In case of Sick leave: □ In Hospital (Pls. Specify): 図 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			
5.c NUMBER OF WORKING D	AYS APPLIED FOR	3	6.d COMMUTATION	V	
Inclus	1 day sive Dates 3 - 02/22/2023		BANDIBAS, KEVIN NICK S. (Signature of Applicant)		
	7. DETAI	LS OF ACTIO	N ON APPLICATION	V	
7.a CERTIFICATION OF LEAV AS of: <u>February 2023</u>			7.b RECOMMENDA		
	Vacation Leave	Sick Leave	⊠ For Approval		
Total Earned		1	☐ For Disapprova	al due to:	
Less this Application		- 1	C tot Disapprove	- 0/	
Balance		1		GM, and	
REGINA	C. BIBERA		FILE	ZABETH S. QUEVEDO	
Office of the Head of	ALICE AND ALICE	Benefits	Department of Pure and Applied Chemistry		
		TOTAL PROPERTY.	7 d DICADDROVED	due to	
7.c APPROVED FOR: 1 day(s) with pay Others (Specify):	lay(s) without pay	41	7.d DISAPPROVED	due to:	
•	1	EDGARDO			

University President