

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

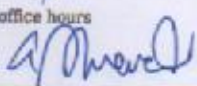
For the month of  
**February 1 - 28, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						SL
2-THU	7:42	12:50	12:56	5:38		8hrs
3-FRI	8:05	12:06	12:14	5:23	5mins	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	1hr 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-FRI						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		8hrs
22-WED						SL
23-THU	6:56	12:01	12:16	5:08		8hrs
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 daily at the time of arrival at and departure from office.

  
**KEVIN NICK S. BANDIBAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

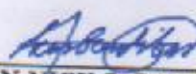
Department Head  
Department of Pure and Applied Chemistry

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

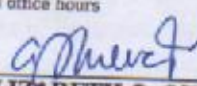
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VERIFIED as to prescribed office hours

  
**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**

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>02/03/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

<p><b>6.a TYPE OF LEAVE TO BE AVAILED OF:</b></p> <p><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 checked="" 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. 9262 / CSC MC No. 15, s. 2005)  <input type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p><b>6.b DETAILS OF LEAVE:</b></p> <p>In case of vacation/Special Privilege leave:  <input type="checkbox"/> Within the Philippines :  <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:  <input type="checkbox"/> In Hospital (Pls. Specify) :  <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <b>At home</b></p> <p>In case of Special Leave Benefits for Women:          (Specify illness)</p> <p>In case of Study leave:  <input type="checkbox"/> BAR/Board Examination Review  <input type="checkbox"/> Completion of Master's Degree  <input type="checkbox"/> Completion of Doctorate Degree  <input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:  <input type="checkbox"/> Monetization of Leave Credits  <input type="checkbox"/> Terminal Leave</p>
<p><b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p><b>1 day</b>          Inclusive Dates  <b>02/01/2023 - 02/01/2023</b></p>	<p><b>6.d COMMUTATION</b></p> <p><input checked="" type="checkbox"/> Requested    <input type="checkbox"/> Not Requested</p> <p style="text-align: center;">  <b>BANDIBAS, KEVIN NICK S.</b>          (Signature of Applicant)</p>

**7. DETAILS OF ACTION ON APPLICATION**

<p><b>7.a CERTIFICATION OF LEAVE CREDITS</b>          AS of: <b>February 2023</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td>1</td> </tr> <tr> <td>Less this Application</td> <td></td> <td>1</td> </tr> <tr> <td>Balance</td> <td></td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;"><b>REGINA C. BIBERA</b>          Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned		1	Less this Application		1	Balance		1	<p><b>7.b RECOMMENDATION:</b></p> <p><input checked="" type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:</p> <p style="text-align: center;">  <b>ELIZABETH S. QUEVEDO</b>          Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned		1											
Less this Application		1											
Balance		1											
<p><b>7.c APPROVED FOR:</b>  <b>1</b> day(s) with pay    ___ day(s) without pay          Others (Specify):</p>	<p><b>7.d DISAPPROVED due to:</b></p>												

**EDGARDO E. TULIN**  
 (Printed Name and Signature)  
 University President





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)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>02/10/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☒ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

**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 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

**6.c NUMBER OF WORKING DAYS APPLIED FOR**2 days

Inclusive Dates

02/07/2023 - 02/08/2023**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

BANDIBAS, KEVIN NICK S.

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: February 2023

	Vacation Leave	Sick Leave
Total Earned		2
Less this Application		2
Balance		2

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☒ For Approval  
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

**7.c APPROVED FOR:**2 day(s) with pay    \_\_\_ day(s) without pay

Others (Specify): \_\_\_\_\_

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



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)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>02/03/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☐ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☒ Vacation

Others: \_\_\_\_\_

**6.b DETAILS OF LEAVE:**

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 Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

**6.c NUMBER OF WORKING DAYS APPLIED FOR**1 day

Inclusive Dates

02/09/2023 - 02/09/2023**6.d COMMUTATION**

- ☒ Requested ☐ Not Requested

  
**BANDIBAS, KEVIN NICK S.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: February 2023

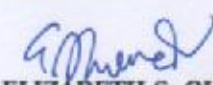
	Vacation Leave	Sick Leave
Total Earned		
Less this Application	1	
Balance		0.000

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☒ For Approval  
☐ For Disapproval due to:

  
**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

**7.c APPROVED FOR:**1 day(s) with pay     day(s) without pay

Others (Specify):

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



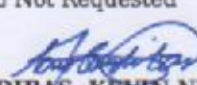
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**VISAYAS STATE UNIVERSITY**  
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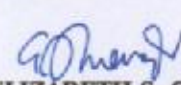
**APPLICATION FOR LEAVE**

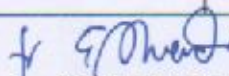
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<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>02/20/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

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<b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b> <b>2 days</b> Inclusive Dates  <b>02/14/2023 - 02/15/2023</b>	<b>6.d COMMUTATION</b> <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested   <b>BANDIBAS, KEVIN NICK S.</b> (Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

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	Vacation Leave	Sick Leave											
Total Earned		2											
Less this Application		2											
Balance		2											
<b>7.c APPROVED FOR:</b> <b>2</b> day(s) with pay <b>___</b> day(s) without pay Others (Specify):	<b>7.d DISAPPROVED due to:</b>												

  
**EDGARDO E. TULIN**  
(Printed Name and Signature)  
University President





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

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**APPLICATION FOR LEAVE**

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<b>02/06/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

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<p><b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p style="text-align: center;"><b>2 days</b> Inclusive Dates  <b>02/16/2023 - 02/17/2023</b></p>	<p><b>6.d COMMUTATION</b></p> <p><input checked="" type="checkbox"/> Requested    <input type="checkbox"/> Not Requested</p> <p style="text-align: center;"> <b>BANDIBAS, KEVIN NICK S.</b> (Signature of Applicant)</p>

**7. DETAILS OF ACTION ON APPLICATION**

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	Vacation Leave	Sick Leave											
Total Earned													
Less this Application	2												
Balance		0.000											
<p><b>7.c APPROVED FOR:</b>  <u>2</u> day(s) with pay    ___ day(s) without pay  Others (Specify):</p>	<p><b>7.d DISAPPROVED due to:</b></p>												

**EDGARDO E. TULIN**  
(Printed Name and Signature)  
University President





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)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
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<b>02/06/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION**

<p><b>6.a TYPE OF LEAVE TO BE AVAILED OF:</b></p> <p><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. 9262 / CSC MC No. 15, s. 2005)  <input checked="" type="checkbox"/> Vacation</p> <p>Others: _____</p>	<p><b>6.b DETAILS OF LEAVE:</b></p> <p>In case of vacation/Special Privilege leave:  <input checked="" type="checkbox"/> Within the Philippines : <u>Baybay City</u>  <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:  <input type="checkbox"/> In Hospital (Pls. Specify) :  <input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women:          (Specify illness)</p> <p>In case of Study leave:  <input type="checkbox"/> BAR/Board Examination Review  <input type="checkbox"/> Completion of Master's Degree  <input type="checkbox"/> Completion of Doctorate Degree  <input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:  <input type="checkbox"/> Monetization of Leave Credits  <input type="checkbox"/> Terminal Leave</p>
<p><b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b></p> <p style="text-align: center;"><b>2 days</b> Inclusive Dates  <b>02/16/2023 - 02/17/2023</b></p>	<p><b>6.d COMMUTATION</b></p> <p><input checked="" type="checkbox"/> Requested    <input type="checkbox"/> Not Requested</p> <p style="text-align: center;"> <b>BANDIBAS, KEVIN NICK S.</b> (Signature of Applicant)</p>

**7. DETAILS OF ACTION ON APPLICATION**

<p><b>7.a CERTIFICATION OF LEAVE CREDITS</b> AS of: <u>February 2023</u></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td style="text-align: center;">0.000</td> </tr> </tbody> </table> <p style="text-align: center;"><b>REGINA C. BIBERA</b> Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned			Less this Application	2		Balance		0.000	<p><b>7.b RECOMMENDATION:</b></p> <p><input checked="" type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:</p> <p style="text-align: center;"> <b>ELIZABETH S. QUEVEDO</b> Department of Pure and Applied Chemistry</p>
	Vacation Leave	Sick Leave											
Total Earned													
Less this Application	2												
Balance		0.000											
<p><b>7.c APPROVED FOR:</b>  <u>2</u> day(s) with pay    ___ day(s) without pay          Others (Specify):</p>	<p><b>7.d DISAPPROVED due to:</b></p>												

**EDGARDO E. TULIN**

(Printed Name and Signature)  
University President





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)
<b>DOPAC</b>	<b>Bandibas</b>	<b>Kevin Nick</b>	<b>Suan</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>02/23/2023</b>	<b>Instructor I</b>		

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ Adoption  
☐ Mandatory/Force  
☐ Maternity  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Maternity - additional 15 days for single mother  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sabbatical  
☒ Sick  
☐ Special Emergency (Calamity)  
☐ Special Leave Benefits for women  
☐ Special Leave Privilege  
☐ Study  
☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)  
☐ Vacation

Others: \_\_\_\_\_

**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 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

**6.c NUMBER OF WORKING DAYS APPLIED FOR****1 day**

Inclusive Dates

**02/22/2023 - 02/22/2023****6.d COMMUTATION**☒ Requested ☐ Not Requested**BANDIBAS, KEVIN NICK S.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: **February 2023**

	Vacation Leave	Sick Leave
Total Earned		1
Less this Application		1
Balance		1

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

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

Department of Pure and Applied Chemistry

**7.c APPROVED FOR:****1** day(s) with pay **\_\_\_** day(s) without pay

Others (Specify):

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