

DAILY TIME RECORD**BANDIBAS, YHENAL**

(NAME)

For the month of

January 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						
4-TUE						
5-WED						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						
11-TUE						
12-WED						
13-THU						
14-FRI						
15-SAT						Off
16-SUN						Off
17-MON						
18-TUE						
19-WED	8:00	12:00	1:00	5:15		
20-THU	8:00	12:05	12:50	5:05		
21-FRI						
22-SAT						Off
23-SUN						Off
24-MON						
25-TUE						
26-WED						
27-THU						
28-FRI						
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:15	12:45	5:05		

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.

YHENAL L. BANDIBAS

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry

Philippines

UNIVERSITY

ty, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Yhena

Lazona

5. SALARY (Monthly)

or I

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) : At 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

BANDIBAS, YHENA L.

(Signature of Applicant)

NON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:

E. TULIN

(Signature)
President

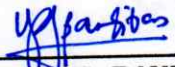
Civil Service Form 48

DAILY TIME RECORD **BANDIBAS, YHENA L.** (NAME)

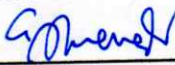
For the month of
February 1 - 28, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						SICK LEAVE
3-THU						VACATION LEAVE
4-FRI						VACATION LEAVE
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:06	12:45	5:00		
8-TUE	8:00	12:05	12:50	5:05		
9-WED	8:00	12:05	12:55	5:00		
10-THU	8:00	12:07	12:54	5:01		
11-FRI						SICK LEAVE
12-SAT						Off
13-SUN						Off
14-MON	7:00	12:05	12:55	5:30		
15-TUE	7:00	12:07	12:54	5:03		
16-WED	7:00	12:00	12:56	5:30		
17-THU	7:00	12:03	12:59	5:05		
18-FRI						SICK LEAVE
19-SAT						Off
20-SUN						Off
21-MON						VACATION LEAVE
22-TUE	7:00	12:10	12:53	5:00		
23-WED	7:00	12:05	12:52	5:30		
24-THU	7:00	12:10	12:55	5:05		
25-FRI						Holiday
26-SAT						Off
27-SUN						Off
28-MON	7:00	12:01	12:45	5:31		

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.


YHENA L. BANDIBAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

Philippines

UNIVERSITY
y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Yhena	Lazona
	5. SALARY (Monthly)
r I	

APPLICATION

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- ☐ 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:

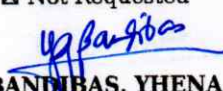
- ☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION


- ☐ Requested ☒ Not Requested


BANDIBAS, YHENA L.
(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

DAILY TIME RECORD**BANDIBAS, YHENA L.**

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure

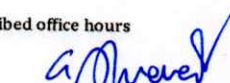
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						VACATION LEAVE
2-SAT						Off
3-SUN						Off
4-MON						VACATION LEAVE
5-TUE	7:00	12:01	12:51	5:08		
6-WED						SICK LEAVE
7-THU	7:00	12:01	12:50	5:05		
8-FRI	8:00	12:05	12:45	5:02		
9-SAT						Off
10-SUN						Off
11-MON						"AGATON" SUSPENDED 8:00 am - 5:00 pm
12-TUE						"AGATON" SUSPENDED 8:00 am - 5:00 pm
13-WED						"AGATON" SUSPENDED 8:00 am - 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:00	12:05	12:55	5:30		
19-TUE						CALAMITY LEAVE
20-WED						CALAMITY LEAVE
21-THU						SICK LEAVE
22-FRI						SICK LEAVE
23-SAT						Off
24-SUN						Off
25-MON	7:00	12:05	12:56	5:30		
26-TUE						CALAMITY LEAVE
27-WED						CALAMITY LEAVE
28-THU	7:00	12:05	12:56	5:01		
29-FRI	8:00	12:10	12:58	5:02		
30-SAT						Off

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.


YHENA L. BANDIBAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

DAILY TIME RECORD**BANDIBAS, YHENA L.**

(NAME)

For the month of

March 1 - 31, 2022

Official hours for arrival and departure

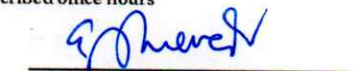
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:00	12:00	12:51	5:05		
2-WED	7:00	12:05	12:54	5:30		
3-THU	7:00	12:00	12:55	5:03		
4-FRI	7:55	12:05	12:55	5:01		
5-SAT						Off
6-SUN						Off
7-MON	7:00	12:00	12:55	5:31		
8-TUE	7:00	12:07	12:54	5:06		
9-WED	7:00	12:10	12:58	5:30		
10-THU	7:00	12:02	12:57	5:07		
11-FRI	8:00	12:03	12:55	5:05		
12-SAT						Off
13-SUN						Off
14-MON	7:00	12:05	12:57	5:30		
15-TUE	7:00	12:08	12:55	5:05		
16-WED	7:00	12:06	12:55	5:31		
17-THU	7:00	12:05	12:54	5:04		
18-FRI	8:00	12:02	12:59	5:05		
19-SAT						Off
20-SUN						Off
21-MON	7:00	12:01	12:45	5:32		
22-TUE	7:00	12:03	12:50	5:04		
23-WED	7:00	12:07	12:55	5:30		
24-THU	7:00	12:08	12:57	5:01		
25-FRI	8:00	12:05	12:59	5:03		
26-SAT						Off
27-SUN						Off
28-MON	7:00	12:05	12:55	5:31		
29-TUE	7:00	12:04	12:55	5:04		
30-WED	7:00	12:04	12:54	5:30		
31-THU	7:00	12:03	12:56	5:06		

I CERTIFY on my honor that the above is true and correct report of the performed record of which was made daily at the time of arrival at and office.


YHENA L. BANDIBAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry

Civil Service Form 48

DAILY TIME RECORD**BANDIBAS, YHENAL**

(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	6:58	12:01	12:13	5:19		8hrs
3-TUE						Holiday
4-WED	6:51	12:04	12:17	5:30		8hrs
5-THU	6:49	12:54	12:58	5:01		8hrs
6-FRI	7:57	12:02	12:16	5:03		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED	6:56	12:51	12:57	5:29		8hrs
12-THU	6:51	12:53	12:59	5:05		8hrs
13-FRI	7:55	12:02	12:16	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	6:55	12:01	12:12	5:31		8hrs
17-TUE	6:43	12:08	12:37	5:04		8hrs
18-WED	6:40	12:03	12:16	5:18		8hrs
19-THU	6:39	12:00	12:08	5:45		8hrs
20-FRI	7:59	12:17	12:47	5:32		8hrs
21-SAT						Off
22-SUN						Off
23-MON	6:59	12:10	12:27	5:22		8hrs
24-TUE	6:59	12:09	12:23	5:08		8hrs
25-WED	6:52	12:03	12:28	5:30		8hrs
26-THU	6:51	12:51	12:57	5:26		8hrs
27-FRI	7:57	12:04	12:39	5:01		8hrs
28-SAT						Off
29-SUN						Off
30-MON	6:55	12:00	1:00	5:47		8hrs
31-TUE	6:41	12:00	1:00	5:52		8hrs

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YHENAL L. BANDIBAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO

Department Head
 Department of Pure and Applied Chemistry

Philippines

UNIVERSITY

y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Yhena	Lazona
	5. SALARY (Monthly)
r I	

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BANDIBAS, YHENA L.

(Signature of Applicant)

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☐ For Disapproval due to:


ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:


D. E. TULIN

(Signature)
 y President

Civil Service Form 48

DAILY TIME RECORD**BANDIBAS, YHENA L.**

(NAME)

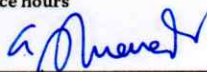
For the month of
June 1 - 30, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:55	12:50	12:58	5:38		8hrs
2-THU	6:41	12:02	12:24	5:17		8hrs
3-FRI	7:42	12:51	1:00	5:21		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:43	12:44	12:58	6:06		8hrs
7-TUE	6:45	12:02	12:28	5:07		8hrs
8-WED	6:48	12:01	12:17	5:26		8hrs
9-THU	6:59	12:03	12:21	5:46		8hrs
10-FRI	7:55	12:03	12:18	5:22		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:55	12:00	1:00	5:00		8hrs
14-TUE						Absent
15-WED	6:56	12:00	1:00	5:40		
16-THU	7:00	12:18	12:21	5:58		8hrs
17-FRI	8:00	12:01	12:19	7:03		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:16	12:30	5:59		8hrs
21-TUE	8:00	12:07	12:54	5:54		8hrs
22-WED	8:00	12:05	12:30	6:46		8hrs
23-THU	8:00	12:08	12:57	5:16		8hrs
24-FRI	8:00	12:02	12:24	5:18		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:11	12:21	12:48	5:13		8hrs
28-TUE	7:25	12:07	12:28	5:00		8hrs
29-WED	8:01	12:04	12:25	5:09		8hrs
30-THU	8:01	12:02	12:31	5:23		8hrs

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YHENA L. BANDIBAS

VERIFIED as to prescribed office hours


ELIZABETH S. QUEVEDO
 Department Head
 Department of Pure and Applied Chemistry

ate Generated: Jul/29/2022 12:13:52

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Yhena	Lazona
	5. SALARY (Monthly)
or I	

APPLICATION**6.b DETAILS OF LEAVE:**

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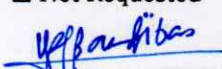
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☐ Terminal Leave

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BANDIBAS, YHENA L.

(Signature of Applicant)

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E. TULIN

(Signature)
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