



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)
ITEEM	GORRE	ELVIRA	BULAWAN
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
07/12/2024	Administrative Assistant II		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF: ☐ Adoption ☐ Mandatory/Force ☐ 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 Privileges ☐ 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 : <u>Home</u> ☐ 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 <u>1 day</u> Inclusive Dates 07/15/2024 - 07/15/2024	6.d COMMUTATION ☒ Requested ☐ Not Requested GORRE, ELVIRA B. _____ (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>July 2024</u> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>16.406</td><td>52.25</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>16.406</td><td>52.250</td></tr></table> FLORANTE G. DIDAL _____ Payroll and Leave Benefits Office		Vacation Leave	Sick Leave	Total Earned	16.406	52.25	Less this Application			Balance	16.406	52.250	7.b RECOMMENDATION: ☒ For Approval ☐ For Disapproval due to: TEOFANES A. PATINDOL _____ Institute of Tropical Ecology & Envi. Mgmt.
	Vacation Leave	Sick Leave											
Total Earned	16.406	52.25											
Less this Application													
Balance	16.406	52.250											
7.c APPROVED FOR: <u>1</u> day(s) with pay ____ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

PROSE IVY G. YEPES

(Printed Name and Signature)
University President