



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>RERC</b>	<b>MIÑOZA</b>	<b>SUSANA</b>	<b>BERIDO</b>												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
<b>05/11/2022</b>	<b>Administrative Aide IV</b>														
<b>6. DETAILS OF APPLICATION</b>															
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 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  Others: _____		6.b DETAILS OF LEAVE:  In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :  In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>Fever</u>  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;"> <u>1 day</u>              Inclusive Dates               05/10/2022 - 05/10/2022           </div>		6.d COMMUTATION  <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested  <div style="text-align: center;">   <b>MIÑOZA, SUSANA B.</b>              (Signature of Applicant)           </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>May 2022</u> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">39.806</td> <td style="text-align: center;">83.75</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">39.806</td> <td style="text-align: center;">82.75</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <b>JENNIFER E. ANDO</b>              Office of the Head of Recruitment Selection Placement and              Personnel Records           </div>			Vacation Leave	Sick Leave	Total Earned	39.806	83.75	Less this Application			Balance	39.806	82.75	7.b RECOMMENDATION:  <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <div style="text-align: center; margin-top: 10px;">   <b>ELDON P. DE PADUA</b>              Renewable Energy Research Center           </div>	
	Vacation Leave	Sick Leave													
Total Earned	39.806	83.75													
Less this Application															
Balance	39.806	82.75													
7.c APPROVED FOR: _____ day(s) with pay    _____ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to: _____													
 <b>EDGARDO E. TULIN</b> (Printed Name and Signature) University President															