

Republic of the Philippines

Stamp of Date of Receipt

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
ITEEM	Aure	isabeta Sateria	Calextro	Ollave
3. DATE OF FILING 4. POSITION			5. SALARY (Monthly)	
05/24/2022 Administrativ		e Aide III	3. Manufatang Turosi bears Americal imades supplies becautable bada bada supelak	
and any and our drove scheduler for any less yell in	alsomer asteps 16.1	DETAILS OF API	PLICATION	year. In task the subminded leave has been assurable
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:	
□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:			In case of vacation/Special Privilege leave: ☑ Within the Philippines: home ☐ 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: ☐ Completion of Master's Degree ☐ BAR/Board Examination Review Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave	
6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION	
1 day			□ Not Requested	
Inclusive Dates			nd) nide	estroy of the continuous and the continuous at the continuous
05/30/2022 - 05/30/2022			the money ag an	AURE CALEXTRO O.
and the second to configurate line stool propriess before			-	(Signature of Applicant)
to the control of the	7 DETAIL	COLACTION (N ADDI ICATIO	
7. DETAILS OF ACTION (7.a CERTIFICATION OF LEAVE CREDITS			7.b RECOMMEN	The state of the s
AS of: May 2022			7.2 12.001-11-12.1	
111	Vacation Leave	Sick Leave	G For Annex	L. Study beaver' - up to 6 months
Total Earned	69.204	259.5	☐ For Approv	metisper intend if a regent of the last of the security of the
Less this Application	1 12 12 12 12 12 12 12 12 12 12 12 12 12	203.0	☐ For Disapproval due to:	
Balance	69.204	259.500		
est con sure where to strong size, we see	damping to resigning out to in	1077		and WL - small DOWN I
REGINA C. BIBERA			,	ELIZA D. ESPÍNOSA
Office of the Head of Payroll and Leave Benefits			Institute	of Tropical Ecology & Envi. Mgmt.
7.c APPROVED FOR: day(s) with payday(s) without pay Others (Specify):			7.d DISAPPROV	ED due to: