



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>Eco-FARMI</b>	<b>Milan</b>	<b>Vanessa May</b>	<b>Belarmino</b>												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
<b>01/25/2024</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 - 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 checked="" type="checkbox"/> Special 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 checked="" type="checkbox"/> Within the Philippines : <u>Maasin</u> <input type="checkbox"/> Abroad (Pls. Specify) : _____ In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : _____ <input type="checkbox"/> Out Patient (Pls. Specify) : _____ In case of Special Leave Benefits for Women: (Specify Illness) _____ 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 Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR <p style="text-align: center;"><u>1 day</u> Inclusive Dates  01/26/2024 - 01/26/2024</p>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <p style="text-align: center;">  <b>MILAN, VANESSA MAY B.</b>          (Signature of Applicant)</p>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>January 2024</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">0.905</td> <td style="text-align: center;">7.25</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">0.905</td> <td style="text-align: center;">7.250</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><b>FLORANTE G. DIDAL</b> Payroll and Leave Benefits Office</p>			Vacation Leave	Sick Leave	Total Earned	0.905	7.25	Less this Application			Balance	0.905	7.250	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <p style="text-align: center; margin-top: 10px;">  <b>JEROME O. ARRIBADO</b>          Ecological Farm &amp; Resource Management Institute</p>	
	Vacation Leave	Sick Leave													
Total Earned	0.905	7.25													
Less this Application															
Balance	0.905	7.250													
7.c APPROVED FOR: _____ day(s) with pay    _____ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to: _____													
<b>DANIEL LESLIE S. TAN</b> (Printed Name and Signature) University President															