



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>DOPAC</b>             | <b>Apas</b>                   | <b>Thelma</b> | <b>Polo</b>         |
| 3. DATE OF FILING        | 4. POSITION                   |               | 5. SALARY (Monthly) |
| <b>05/19/2022</b>        | <b>Administrative Aide VI</b> |               |                     |

**6. DETAILS OF APPLICATION****6.a TYPE OF LEAVE TO BE AVAILED OF:**

- ☐ 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: \_\_\_\_\_

**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) :

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**3 days

Inclusive Dates

05/23/2022 - 05/25/2022

**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

**APAS, THELMA P.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: May 2022

|                       | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned          | 26.433         | 135.417    |
| Less this Application |                |            |
| Balance               | 23.433         | 135.417    |

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

**7.b RECOMMENDATION:**

- ☐ For Approval

- ☐ For Disapproval due to:

**ELIZABETH S. QUEVEDO**

Department of Pure and Applied Chemistry

**7.c APPROVED FOR:**

\_\_\_\_\_ day(s) with pay    \_\_\_\_\_ day(s) without pay  
 Others (Specify):

**7.d DISAPPROVED due to:****EDGARDO E. TULIN**

(Printed Name and Signature)

University President