



September 07, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

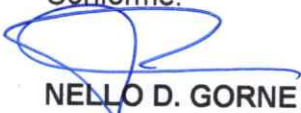
Dear **Dr. Tulin**:

I would like to recommend **Dr. Nello D. Gorne** to act as an Officer In-Charge of the Department of Agronomy on September 08, 2022 or until my return to office. On this date, I will be on leave.

As an OIC, **Dr. Gorne** is authorized to discharge the duties and responsibilities of the Department Head, in addition to his regular tasks as Faculty.


RUTH O. ESCASINAS
Head, DA

Conforme:


NELLO D. GORNE
Asst. Prof. IV

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President



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) |
| DA | Escasinas | Ruth | Otaza |
| 3. DATE OF FILING | 4. POSITION | | 5. SALARY (Monthly) |
| 09/07/2022 | Professor III | | |

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

- ☐ Adoption
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)
☒ 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 FOR1 day

Inclusive Dates

09/08/2022 - 09/08/2022

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

ESCASINAS, RUTH O.

(Signature of Applicant)

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

| | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned | | |
| Less this Application | | |
| Balance | | |

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

VICTOR B. ASIO

College of Agricultural & Food Science

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