



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)
ITEEM	Benitez	Cecilio	Monterola
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
05/04/2022	Administrative Aide I		

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 FOR1 day

Inclusive Dates

04/25/2022 - 04/25/2022

6.d COMMUTATION☒ Requested ☐ Not Requested**BENITEZ, CECILIO M.**

(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	23.011	30
Less this Application		
Balance	23.011	30.000

HONEY SOFIA V. COLIS

Office of the Director for Human Resource Management

7.b RECOMMENDATION:☐ For Approval☐ For Disapproval due to:**ELIZA D. ESPINOSA**

Institute of Tropical Ecology & Envi. Mgmt.

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