



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) |
| ISRDS | Nuñez | Lilian | Bandola |
| 3. DATE OF FILING | 4. POSITION | | 5. SALARY (Monthly) |
| 07/29/2025 | Associate Professor V | | |

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

- ☐ Adoption Leave
☐ Calamity Leaved (Special Emergency Leave)
☐ Mandatory/Force
☐ Maternity - 7 days Transferable to father/alternate caregiver
☐ Monetization
☐ Parental (Solo Parent)
☐ Paternity
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
☒ Sick
☐ Special Leave Benefits for women
☐ Special Leave Privileges
☐ 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) : Feeling unwell; rested at home

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR1 day

Inclusive Dates

07/25/2025 - 07/25/2025

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

NUÑEZ, LILIAN B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: July 2025

| | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned | 34.703 | 407.583 |
| Less this Application | | |
| Balance | 34.703 | 406.583 |

FLORANTE G. DIDAL

Payroll and Leave Benefits Office

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

MARIA VANESSA E. GABUNADA

Faculty of Humanities and Social Sciences

7.c APPROVED FOR:

_____ day(s) with pay _____ day(s) without pay
 Others (Specify):

7.d DISAPPROVED due to:**PROSE IVY G. YEPES**

 (Printed Name and Signature)
 University President