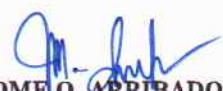Republic of the Philippines

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
Eco-FARMI	**Villaremo**	**Marejen**	**Almedilla**

3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
12/13/2024	**Instructor II**		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

☐ Adoption
☒ Mandatory/Force
☐ 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)
☐ Sick
☐ Special Emergency (Calamity)
☐ 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) :

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 FOR

3 days
Inclusive Dates

12/23/2024 - 12/27/2024

6.d COMMUTATION

☒ Requested   ☐ Not Requested

VILLAREMO, MAREJEN A.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
AS of: December 2024

	Vacation Leave	Sick Leave
Total Earned	23.382	26.925
Less this Application		
Balance	20.382	26.925

FLORANTE G. DIDAL
Payroll and Leave Benefits Office

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

JEROME O. ARRIBADO
Eco-Farm & Resource Management Institute

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