



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)
Eco-FARMI	Macapanas	Reynante	Gamalo
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
12/23/2022	Science Research Assistant		

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 : Baybay City☐ 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**1 day

Inclusive Dates

12/27/2022 - 12/27/2022**6.d COMMUTATION**☒ Requested ☐ Not RequestedMACAPANAS, REYNANTE G.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: December 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:**DHENBER C. LUSANTA**

Ecological Farm Resource & Management Institute

7.c APPROVED FOR:1 day(s) with pay day(s) without pay

Others (Specify):

7.d DISAPPROVED due to:**EDGARDO E. TULIN**(Printed Name and Signature)
University President