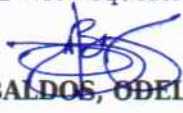




Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
Eco-FARMI	Baldos	Odelo	Balein												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
12/13/2024	Agricultural Technician II														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF:		6.b DETAILS OF LEAVE:													
<div><input type="checkbox"/>Adoption</div> <div><input type="checkbox"/>Mandatory/Force</div> <div><input type="checkbox"/>Maternity - 7 days Transferable to father/alternate caregiver</div> <div><input type="checkbox"/>Maternity - additional 15 days for single mother</div> <div><input type="checkbox"/>Monetization</div> <div><input type="checkbox"/>Parental (Solo Parent)</div> <div><input type="checkbox"/>Paternity</div> <div><input type="checkbox"/>Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/>Sick</div> <div><input type="checkbox"/>Special Emergency (Calamity)</div> <div><input type="checkbox"/>Special Leave Benefits for women</div> <div><input checked="" type="checkbox"/>Special Leave Privileges</div> <div><input type="checkbox"/>Study</div> <div><input type="checkbox"/>VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div><input type="checkbox"/>Vacation</div> <div>Others: _____</div>		<div>In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Baybay Leyte</u> <input type="checkbox"/> Abroad (Pls. Specify) :</div> <div>In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :</div> <div>In case of Special Leave Benefits for Women: (Specify Illness)</div> <div>In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree</div> <div>Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave</div>													
6.c NUMBER OF WORKING DAYS APPLIED FOR <div>2 days Inclusive Dates 12/26/2024 - 12/27/2024</div>		6.d COMMUTATION <div><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</div> <div> BALDOS, ODELO B. (Signature of Applicant)</div>													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2024</u>		7.b RECOMMENDATION:													
<table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>38.685</td><td>60.042</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>38.685</td><td>60.042</td></tr></table> <div>FLORANTE G. DIDAL Payroll and Leave Benefits Office</div>			Vacation Leave	Sick Leave	Total Earned	38.685	60.042	Less this Application			Balance	38.685	60.042	<div><input type="checkbox"/> For Approval</div> <div><input type="checkbox"/> For Disapproval due to:</div> <div> JEROME O. ARRIBADO Eco-Farm & Resource Management Institute</div>	
	Vacation Leave	Sick Leave													
Total Earned	38.685	60.042													
Less this Application															
Balance	38.685	60.042													
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<div>PROSE IVY G. YEPES</div>															