

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	GORRE		ELVIRA	BULAWAN	
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)		
12/11/2024	A	dministrative A			
	6.	PPLICATION	•		
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:		
□Adoption ⊠Mandatory/Force □Maternity - 7 days Transferable to father/alternate			In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :		
caregiver □Maternity - additional 15 days for single mother □Monetization □Parental (Solo Parent)			In case of Sick leave: ☐ In Hospital (Pls. Specify) : ☐ Out Patient (Pls. Specify) :		
□Paternity □Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) □Sick			In case of Special Leave Benefits for Women: (Specify Illness)		
□SICK □Special Emergency (Calamity) □Special Leave Benefits for women □Special Leave Privileges □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation			In case of Study leave: □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of Doctorate Degree □ Completion of PHD Degree		
Others:			Other purpose: □ Monetization of Leave Credits □ Terminal Leave		
6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION		
<u>1 day</u> Inclusive Dates			☐ Requested ☐ Not Requested		
12/05/2024 - 12/05/2024			GORRE, ELVIRA B.		
			(Signature of Applicant)		
	7. DETAI	LS OF ACTION	ON APPLICATI	ON	
7.a CERTIFICATION OF LEAVE AS of: <u>December 2024</u>	CREDITS		7.b RECOMMEN	NDATION:	
	acation Leave	Sick Leave	⊠ For Approv	ral	
Total Earned	22.015	57.5	☐ For Disapp	roval due to	
Less this Application Balance	21.015	57.500		Toval due to.	
Balance	21.015	57.500			
FLORANTI	E G. DIDAL		1	TEOFANES A. PATINDOL	
Payroll and Leave Benefits Office				of Tropical Ecology & Envi. Mgmt.	
7.c APPROVED FOR: 1 day(s) with pay day Others (Specify):	(s) without pay	7.d DISAPPROVED due to:			
			•		
		PROSE IVY	S. YEPES		
	_	(Printed Name and University Pr			



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APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)		
ITEEM	GORRE		ELVIRA	BULAWAN		
3. DATE OF FILING	4. POSITION	4. POSITION		5. SALARY (Monthly)		
12/23/2024	A	dministrative A				
	6.	DETAILS OF A	PPLICATION			
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS OF LEAVE:			
□Adoption ⊠Mandatory/Force □Maternity - 7 days Transferable to father/alternate			In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) :			
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			In case of Sick leave: ☐ In Hospital (Pls. Specify): ☐ Out Patient (Pls. Specify): In case of Special Leave Benefits for Women: (Specify Illness)			
□Special Emergency (Calamity) □Special Leave Benefits for women □Special Leave Privileges □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation			In case of Study leave: □ BAR/Board Examination Review □ Completion of Master's Degree □ Completion of Doctorate Degree □ Completion of PHD Degree			
Others:			Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave			
6.c NUMBER OF WORKING DAYS	APPLIED FOR	₹	6.d COMMUTATION			
<u>1 day</u> Inclusive Dates			⊠ Requested □ Not Requested			
12/26/2024 - 12/26/2024			GC	DRRE, ELVIRA B.		
			(Signature of Applicant)			
	7. DETAI	ON APPLICATION				
7.a CERTIFICATION OF LEAVE CREDITS AS of: December 2024			7.b RECOMMENDATION:			
Va	cation Leave	Sick Leave	□ For Approval			
Total Earned	21.015	57.5	☐ For Disapproval	due to:		
Less this Application Balance	20.015	57.500		au 60.		
Dalidite	20.013	37.300				
FLORANTE G. DIDAL			TEOF	ANES A. PATINDOL		
Payroll and Leave Benefits Office			Institute of Tropical Ecology & Envi. Mgmt.			
7.c APPROVED FOR: 1 day(s) with pay day(s) without pay Others (Specify):			7.d DISAPPROVED du	ue to:		
PROSE IVY G. YEPES						

(Printed Name and Signature) University President



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APPLICATION FOR LEAVE

		LICATION	TOR LEAVE				
1. OFFICE/DEPT./DIVISION	Name (Last)		(First)	(Middle)			
ITEEM	GORRE		ELVIRA	BULAWAN			
3. DATE OF FILING	4. POSITION			5. SALARY (Monthly)			
12/23/2024	A	dministrative	Assistant II				
6. DETAILS OF APPLICATION							
6.a TYPE OF LEAVE TO BE AVAILED OF:			6.b DETAILS (6.b DETAILS OF LEAVE:			
□Adoption □Mandatory/Force □Maternity - 7 days Trans caregiver □Maternity - additional 1! □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule □Sick □Special Emergency (Cal □Special Leave Benefits f □Special Leave Privileges □Study □VAWC (RA No. 9262 / CSC MC N ⊠Vacation	5 days for single mo XVI, Omnibus Rules Impleme amity) for women	In case of vacation/Special Privilege leave: ☑ Within the Philippines: Home ☐ 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 PHD Degree Other purpose:					
Others:			☐ Monetization of Leave Credits ☐ Terminal Leave				
6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION				
<u>1 day</u> Inclusive Dates			☐ Requested ☐ Not Requested				
12/27/2024 - 12/27/2024			GORRE, ELVIRA B.				
			(Signature of Applicant)				
	7. DETAI	LS OF ACTION	N ON APPLICAT	ΓΙΟΝ			
7.a CERTIFICATION OF LEA AS of: <u>December 2024</u>	VE CREDITS		7.b RECOMMI	ENDATION:			
	Vacation Leave	Sick Leave	☐ ☐ For Appr	oval			
Total Earned	20.015	57.5					
Less this Application	1		│ □ For Disap	pproval due to:			
Balance	19.015	57.500					
FLORANTE G. DIDAL Payroll and Leave Benefits Office			Institu	TEOFANES A. PATINDOL te of Tropical Ecology & Envi. Mgmt.			
7.c APPROVED FOR: 1 day(s) with pay Others (Specify):	day(s) without pay	7.d DISAPPRO	VED due to:				
		PROSE IVY	G. YEPES				

(Printed Name and Signature) University President