



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

STATE OF LEAVE
FORMS (Form 6, 7, 8, 9)

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
DMet	Goliat	Raymond Jess	Grabador												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
04/29/2022	Instructor I														
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. 15, Rule 105, Omnibus Rules Implementing E.O. No. 102) ☐ Sabbatical ☐ Sick ☐ Special Emergency (Calamity) ☐ Special Leave Benefits for women ☐ Special Leave Privilege ☐ Study ☐ VAWC (RA No. 9262 / USC No. 15, A. 2002) ☐ Vacation Others: <u>Calamity (Agathos)</u>		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: ☐ Within the Philippines; ☐ Abroad (P/s. Specify): In case of Sick leave: ☐ In Hospital (P/s. Specify): ☐ Out Patient (P/s. Specify): In case of Special Leave Benefits for Women: (Specify illness) In case of Study leave: ☐ Completion of Master's Degree ☐ BAR/Board Examination Review Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR 4 days Inclusive Dates 05/02/2022 - 05/06/2022		6.d COMMUTATION ☐ Requested ☒ Not Requested <u>GOLIAT, RAYMOND JESS G.</u> (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of April 2022		7.b RECOMMENDATION:													
<table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table>			Vacation Leave	Sick Leave	Total Earned			Less this Application			Balance			☐ For Approval ☐ For Disapproval due to:	
	Vacation Leave	Sick Leave													
Total Earned															
Less this Application															
Balance															
<u>HONEY SOFIA V. COLES</u> Office of the Director for Human Resource Management		<u>CHARLES S. ANDAN</u> Department of Meteorology													
7.c APPROVED FOR: day(s) with pay day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
 EDGARDO E. TULIN <i>et al</i> (Printed Name and Signature) University President															