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)
FARMI	**Valdevieso**	**Gelberto**	**Poliquit**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
06/27/2024	**Administrative Aide III**	

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)
- ☐ Sabbatical
- ☒ 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) : <u>At Home</u>

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

05/02/2024 - 05/02/2024

6.d COMMUTATION

☒ Requested   ☐ Not Requested

VALDEVIESO, GELBERTO P.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: June 2024

	Vacation Leave	Sick Leave
Total Earned	9.509	82.792
Less this Application		
Balance	9.509	81.792

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