



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)        |
| <b>FARMI</b>             | <b>Garcia</b>                 | <b>Pastor</b>       | <b>Pasturan</b> |
| 3. DATE OF FILING        | 4. POSITION                   | 5. SALARY (Monthly) |                 |
| <b>11/29/2022</b>        | <b>Associate Professor IV</b> |                     |                 |

**6. DETAILS OF APPLICATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/> Adoption<br/> <input type="checkbox"/> Mandatory/Force<br/> <input type="checkbox"/> Maternity<br/> <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver<br/> <input type="checkbox"/> Maternity - additional 15 days for single mother<br/> <input type="checkbox"/> Monetization<br/> <input type="checkbox"/> Parental (Solo Parent)<br/> <input type="checkbox"/> Paternity<br/> <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/> <input type="checkbox"/> Sabbatical<br/> <input type="checkbox"/> Sick<br/> <input type="checkbox"/> Special Emergency (Calamity)<br/> <input type="checkbox"/> Special Leave Benefits for women<br/> <input type="checkbox"/> Special Leave Privilege<br/> <input type="checkbox"/> Study<br/> <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)<br/> <input checked="" type="checkbox"/> Vacation</p> <p>Others: _____</p> | <p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:<br/> <input checked="" type="checkbox"/> Within the Philippines : <u>Cebu</u><br/> <input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:<br/> <input type="checkbox"/> In Hospital (Pls. Specify) :<br/> <input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women:<br/>         (Specify Illness)</p> <p>In case of Study leave:<br/> <input type="checkbox"/> BAR/Board Examination Review<br/> <input type="checkbox"/> Completion of Master's Degree<br/> <input type="checkbox"/> Completion of Doctorate Degree<br/> <input type="checkbox"/> Completion of PHD Degree</p> <p>Other purpose:<br/> <input type="checkbox"/> Monetization of Leave Credits<br/> <input type="checkbox"/> Terminal Leave</p> |
| <p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>5 days</u><br/>         Inclusive Dates<br/>         12/19/2022 - 12/23/2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested    <input type="checkbox"/> Not Requested</p> <p><b>GARCIA, PASTOR P.</b><br/>         _____<br/>         (Signature of Applicant)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**7. DETAILS OF ACTION ON APPLICATION**

| <p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>November 2022</u></p> <table border="1"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>13.255</td> <td>298.794</td> </tr> <tr> <td>Less this Application</td> <td>5</td> <td></td> </tr> <tr> <td>Balance</td> <td>8.255</td> <td>298.794</td> </tr> </tbody> </table> <p><b>REGINA C. BIBERA</b><br/>         Office of the Head of Payroll and Leave Benefits</p> |                                | Vacation Leave | Sick Leave | Total Earned | 13.255 | 298.794 | Less this Application | 5 |  | Balance | 8.255 | 298.794 | <p>7.b RECOMMENDATION:</p> <p><input checked="" type="checkbox"/> For Approval<br/> <input type="checkbox"/> For Disapproval due to:</p> <p><b>DHENBER C. LUSANTA</b><br/>         Ecological Farm Resource &amp; Management Institute</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------|------------|--------------|--------|---------|-----------------------|---|--|---------|-------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Vacation Leave                 | Sick Leave     |            |              |        |         |                       |   |  |         |       |         |                                                                                                                                                                                                                                            |
| Total Earned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 13.255                         | 298.794        |            |              |        |         |                       |   |  |         |       |         |                                                                                                                                                                                                                                            |
| Less this Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5                              |                |            |              |        |         |                       |   |  |         |       |         |                                                                                                                                                                                                                                            |
| Balance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 8.255                          | 298.794        |            |              |        |         |                       |   |  |         |       |         |                                                                                                                                                                                                                                            |
| <p>7.c APPROVED FOR:</p> <p><u>5</u> day(s) with pay    ___ day(s) without pay<br/>         Others (Specify):</p>                                                                                                                                                                                                                                                                                                                                                                                     | <p>7.d DISAPPROVED due to:</p> |                |            |              |        |         |                       |   |  |         |       |         |                                                                                                                                                                                                                                            |

**EDGARDO E. TULIN**(Printed Name and Signature)  
University President