Revised 2020

ANNEX A

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)
NARC	**Flores**	**Ma. Zaida**	**Arradaza**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
06/22/2022	**Administrative Aide III**	

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. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐Sabbatical
- ☒Sick
- ☐Special Emergency (Calamity)
- ☐Special Leave Benefits for women
- ☐Special Leave Privilege
- ☐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) : cough

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

days

Inclusive Dates

06/21/2022 - 06/21/2022

6.d COMMUTATION

☒ Requested ☐ Not Requested

FLORES, MA. ZAIDA A.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: June 2022

	Vacation Leave	Sick Leave
Total Earned	33.3	87.105
Less this Application		
Balance	33.300	87.105

REGINA C. BIBERA
Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

ROBELYN T. PIAMONTE
National Abaca Research Center

7.c APPROVED FOR:

___ day(s) with pay ___ day(s) without pay

Others (Specify):

7.d DISAPPROVED due to:

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