



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)
ISRDS	Nuñez	Lilian	Bandola
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
01/30/2025	Associate Professor V		

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)
☐ 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) : Bangkok, Thailand

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 Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR

5 days
Inclusive Dates

03/18/2025 - 03/24/2025

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

NUÑEZ, LILIAN B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: January 2025

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

FLORANTE G. DIDAL

Payroll and Leave Benefits Office

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to:

MARIA VANESSA E. GABUNADA

MARK C. RATILLA

Department of Business and Management
Faculty of Humanities & Social Sciences

7.c APPROVED FOR:

____ day(s) with pay ____ day(s) without pay
Others (Specify): _____

7.d DISAPPROVED due to:

PROSE IVY G. YEPES