




**APPLICATION FOR LEAVE**

| <b>1.OFFICE/AGENCY</b>  | <b>2. NAME</b> (Last) (First) (Middle)  |                 |       |  |  |  |   |  |
|---|---|-----------------|-------|--|--|--|---|--|
| VISAYAS STATE UNIVERSITY  | BENITEZ   | CECILIO M.      |       |  |  |  |   |  |
| <b>3.DATE OF FILING:</b> January 12, 2021   | <b>4. POSITION:</b> Adm. Aide I   | <b>5.SALARY</b> |       |  |  |  |   |  |
| <b>6.DETAILS OF APPLICATION</b>   |   |                 |       |  |  |  |   |  |
| <b>6.a TYPE OF LEAVE :</b><br><br><input type="checkbox"/> Vacation<br><input type="checkbox"/> To seek employment<br><input type="checkbox"/> Others (specify)<br><br><input checked="" type="checkbox"/> Sick<br><input type="checkbox"/> Maternity<br><input type="checkbox"/> Others (specify)  | <b>6.b. WHERE LEAVE WILL BE SPENT</b><br><br>(25) In case of Vacation Leave<br><input type="checkbox"/> Within the Philippines<br><input type="checkbox"/> Abroad (specify)<br>_____<br>(26) In case of Sick Leave<br><input type="checkbox"/> In hospital (specify)<br><input type="checkbox"/> Out-Patient (specify)<br>_____ |                 |       |  |  |  |   |  |
| <b>6.c NUMBER OF WORKING DAYS APPLIED FOR ONE (1) DAY ONLY</b><br>Inclusive Dates:<br>January 5, 2021   | <b>6.d COMMUTATION</b><br><br><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested<br><br><div style="text-align: center;"> <br/> <b>CECILIO M. BENITEZ</b><br/>         (Signature of Applicant)       </div>          |                 |       |  |  |  |   |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>  |   |                 |       |  |  |  |   |  |
| <b>7.a CERTIFICATION OF LEAVE CREDITS</b><br>as of _____<br><br>Number of Days <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Vacation</th> <th style="width: 33%;">Sick</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <b>HONEY SOFIA V. COLIS</b><br/>         Head, RSP-PRO       </div>   | Vacation  | Sick            | Total |  |  |  | <b>7.b RECOMMENDATION:</b><br><br><input type="checkbox"/> Approved<br><input type="checkbox"/> Disapproved due to :<br>_____<br>_____<br><div style="text-align: center; margin-top: 10px;"> <br/> <b>ELIZA D. ESPINOSA</b><br/>         Authorized Official       </div> |  |
| Vacation  | Sick  | Total           |       |  |  |  |   |  |
|   |   |                 |       |  |  |  |   |  |
| <b>7.c APPROVED FOR:</b><br><br>_____ days with pay      _____ days without pay<br><br>Others (specify) _____   | <b>7.d DISAPPROVED due to:</b><br><br>_____<br>_____  |                 |       |  |  |  |   |  |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div> <br/> <b>EDGARDO E. TULIN</b><br/>         (Printed Name and Signature)<br/>         University President       </div> <div>         Date: _____       </div> </div>  |   |                 |       |  |  |  |   |  |
| <b>INSTRUCTION</b>  |   |                 |       |  |  |  |   |  |
| 121. Application for vacation or sick leave for one full day or more shall be made on this Form and to be accomplished at least in duplicate.<br>122. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.<br>123. Application for sick leave filed in advance or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by the applicant.<br>124. An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her authorized leave of absence.<br>125. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities. |   |                 |       |  |  |  |   |  |