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	**Piamonte**	**Robelyn**	**Tortillas**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
07/06/2022	**Assistant Professor IV**	

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:	6.b DETAILS OF LEAVE:
☐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: _____	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>home</u> 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	6.d COMMUTATION
0.5 days Inclusive Dates 06/30/2022 - 06/30/2022	☒ Requested ☐ Not Requested **PIAMONTE, ROBELYN T.** (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

<table>
<tr><td colspan="3">7.a CERTIFICATION OF LEAVE CREDITS
AS of: <u>July 2022</u></td><td>7.b RECOMMENDATION:</td></tr>
<tr><td></td><td>Vacation Leave</td><td>Sick Leave</td><td rowspan="4">☐ For Approval

☐ For Disapproval due to:</td></tr>
<tr><td>Total Earned</td><td></td><td></td></tr>
<tr><td>Less this Application</td><td></td><td></td></tr>
<tr><td>Balance</td><td></td><td></td></tr>
<tr><td colspan="3" align="center">REGINA C. BIBERA
Office of the Head of Payroll and Leave Benefits</td><td align="center">MARIA JULIET C. CENIZA
Office of the Vice President for Research, Extension and Innovation</td></tr>
</table>

7.c APPROVED FOR:	7.d DISAPPROVED due to:
___ day(s) with pay ___ day(s) without pay Others (Specify):	

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