



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>Eco-FARMI</b>	<b>Macapanas</b>	<b>Reynante</b>	<b>Gamalo</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>09/19/2022</b>	<b>Science Research Assistant</b>		

### 6. DETAILS OF APPLICATION

#### 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption  
☐ Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)  
☐ 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) : At home

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

1 day

Inclusive Dates

09/16/2022 - 09/16/2022

#### 6.d COMMUTATION

- ☒ Requested    ☐ Not Requested

**MACAPANAS, REYNANTE G.**

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.a CERTIFICATION OF LEAVE CREDITS

AS of: September 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

#### 7.b RECOMMENDATION:

- ☐ For Approval  
☐ For Disapproval due to:

**DHENBER C. LUSANTA**

Farm Resource Management Institute

#### 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