

APPLICATION FOR LEAVE

1.OFFICE/AGENCY	2. NAME (Last) (First) (Middle)								
Visayas State University	CASTIL	JUNDY	ROMBLON						
3.DATE OF FILING:	4. POSITION: Administrative Aide IV		5.SALARY						
6.DETAILS OF APPLICATION									
6.a TYPE OF LEAVE : ☐ Vacation ☐ To seek employment ☐ Others (specify) ☐ Sick ☐ Maternity ☒ Others (specify) CDO		6.b. WHERE LEAVE WILL BE SPENT (1) In case of Vacation Leave ☐ Within the Philippines ☐ Abroad (specify) _____ _____ (2) In case of Sick Leave ☐ In hospital (specify) ☐ Out-Patient (specify) _____							
6.c NUMBER OF WORKING DAYS APPLIED FOR <u>4-day</u> Inclusive Dates: <u>Dec. 22, 23, 28 & 29, 2020</u>		6.d COMMUTATION ☐ Requested ☐ Not Requested _____ (Signature of Applicant)							
7. DETAILS OF ACTION ON APPLICATION									
7.a CERTIFICATION OF LEAVE CREDITS as of _____ Number of Days <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 150px;"> <tr> <td style="padding: 5px;">Vacation</td> <td style="padding: 5px;">Sick</td> <td style="padding: 5px;">Total</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table> HONEY SOFIA V. COLIS Head, RSP-PRO		Vacation	Sick	Total				7.b RECOMMENDATION: ☐ Approved ☐ Disapproved due to : _____ _____ _____ ROBERTO C. GUARTE Authorized Official	
Vacation	Sick	Total							
7.c APPROVED FOR: _____ days with pay _____ days without pay Others (specify) _____		7.d DISAPPROVED due to: _____ _____							
EDGARDO E. TULIN (Printed Name and Signature) University President Date: _____									
<u>INSTRUCTION</u>									
1. 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. 2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave. 3. 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. 4. 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. 5. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.									