

## Republic of the Philippines

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

10/26/2023  Administrative Aide IV  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) □Sabbatical □Sick □Special Leave Benefits for Women ⊗Special Leave Benefits for women ⊗Special Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) □Vacation Others: □Completion of Dectorate Degree □Completion of Leave Credits □Terminal Leave □Not Requested □Not R	1. OFFICE/DEPT./DIVISION Name (Last)		(First)	(Middle)		
Completion of Master's Degree   Completion of Master's Degre	Eco-FARMI	Milan		Vanessa May	Belarmino	
6. DETAILS OF APPLICATION  6. a TYPE OF LEAVE TO BE AVAILED OF:    Adoption	DATE OF FILING 4. POSITION			5. SALARY (Monthly)		
6.a TYPE OF LEAVE TO BE AVAILED OF:    Adoption	10/26/2023	10/26/2023 Administrat				
Case of vacation/Special Privilege leave:	6. DETAILS OF APPLICATION					
Mandatorry/Force	6.a TYPE OF LEAVE TO BE AVAILED OF: 6.b DETAILS OF LEAVE:					
In case of Sick leave:   In case of Special Leave Benefits for Women:   In case of Special Leave Benefits for Women:   In case of Special Leave Benefits for Women:   In case of Study leave:   In case of Study leave:   BAR/Board Examination Review   In case of Study leave:   In case of Study leave:   BAR/Board Examination Review	□Mandatory/Force □Maternity - 7 days Transferable to father/alternate			Within the Philippines : Cebu		
Sababatical	□Maternity - additional 15 days for single mother □Monetization □Parental (Solo Parent) □Paternity			☐ In Hospital (Pls. Specify) : ☐ Out Patient (Pls. Specify) :		
Special Emergency (Calamity)	□Sabbatical					
Other purpose:   Monetization of Leave Credits   Terminal Leave	□Special Emergency (Calamity) □Special Leave Benefits for women ⊠Special Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)			☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree		
Total Earned   Less this Application   Balance   Honey Sofia v. Colis   Human Resource Management Office   T. d DISAPPROVED for:   day(s) with pay Others (Specify):   Color of Application   Color of Application   Color of Application   Color of	Others			☐ Monetization of Leave Credits		
Inclusive Dates  10/27/2023 - 10/27/2023  TOTALLS OF ACTION ON APPLICATION  7. DETAILS OF ACTION ON APPLICATION  For Applicant)  For Approval  For Approval  For Disapproval due to:  For Disapproval due to:  For Disapproval due to:  Total Earned  Less this Application  Balance  HONEY SOFIA V. COLIS  Human Resource Management Office  Total Earned  Less this Application  Balance  Total Earned  Less this Application  Balance  For Disapproval due to:  For Disapproval due to:  Total Earned  AND ARRIBADO  Ecological Farm & Resource Management Institute  7. d DISAPPROVED due to:  EDGARDO E. TULIN  [Printed Name and Signature]	6.c NUMBER OF WORKING DAYS APPLIED FOR			6.d COMMUTATION		
Total Earned   For Approval   For Disapproval due to:	1 day			⊠ Requested □ Not Requested		
7. DETAILS OF ACTION ON APPLICATION  For Approval  For Approval  For Disapproval due to:  F	Inclusive Dates			4Manu)		
7. DETAILS OF ACTION ON APPLICATION  7.a CERTIFICATION OF LEAVE CREDITS     AS of: October 2023      Vacation Leave   Sick Leave       Total Earned	10/27/2023 - 10/27/2023			MILAN, VANESSA MAY B.		
7.a CERTIFICATION OF LEAVE CREDITS     AS of: October 2023    Vacation Leave   Sick Leave     Total Earned				(Signature of Applicant)		
AS of: October 2023    Vacation Leave   Sick Leave     Total Earned	7. DETAILS OF ACTION ON APPLICATION					
Total Earned						
Total Earned Less this Application Balance  HONEY SOFIA V. COLIS Human Resource Management Office  7.c APPROVED FOR: day(s) with pay Others (Specify):  Total Earned Less this Application Balance  For Disapproval due to:  For Disapproval due to:  Secological Farm & Resource Management Institute  7.d DISAPPROVED due to:  **EDGARDO E. TULIN** (Printed Name and Signature)	AS of: October 2023					
Less this Application Balance  HONEY SOFIA V. COLIS Human Resource Management Office  7.c APPROVED FOR: day(s) with pay Others (Specify):  The Disapproval due to:  JEROME O. ARRIBADO Ecological Farm & Resource Management Institute  7.d DISAPPROVED due to:  EDGARDO E. TULIN (Printed Name and Signature)		Vacation Leave	Sick Leave	☐ For Approval		
HONEY SOFIA V. COLIS  Human Resource Management Office  7.c APPROVED FOR: day(s) with payday(s) without pay Others (Specify): Balance  JEROME O. ARRIBADO  Ecological Farm & Resource Management Institute  7.d DISAPPROVED due to:  EDGARDO E. TULIN  (Printed Name and Signature)				☐ For Disapproval due	to:	
Human Resource Management Office  7.c APPROVED FOR: day(s) with pay day(s) without pay Others (Specify):  CHAPPROVED FOR: Printed Name and Signature)  Ecological Farm & Resource Management Institute  7.d DISAPPROVED due to:  EDGARDO E. TULIN					COLOMB	
Human Resource Management Office  7.c APPROVED FOR: day(s) with pay Others (Specify):  CHAPTER A Resource Management Institute  7.d DISAPPROVED due to:  EDGARDO E. TULIN (Printed Name and Signature)	HONEY SO	FIA V. COLIS	JEROMI	E O. ARRIBADO		
day(s) with pay Others (Specify):  EDGARDO E. TULIN  (Printed Name and Signature)	Human Resource Management Office			Ecological Farm & Resource Management Institute		
Others (Specify):  EDGARDO E. TULIN  (Printed Name and Signature)				7.d DISAPPROVED due to	:	
(Printed Name and Signature)						
	EDGARDO E, TULIN					
		_	(Printed Name a	nd Signature)	· ·	