



September 14, 2022

Edgardo E. Tulin, PhD
University President
Visayas State University
Baybay City, Leyte

Thru: Dr. Beatriz S. Belonias
VP for Academic Affairs

Dear Sir:

I would like to designate Prof. Jacob Glenn F. Jansalin as Officer-in-Charge of the Department of Pure and Applied Chemistry on September 15-16, 2022 or until my return for I will be on leave. As OIC, Professor Jansalin is authorized to discharge the functions of DoPAC head in addition to his present duties and responsibilities.

Thank you for your action on this designation.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:

JACOB GLENN F. JANSALIN
Assoc. Professor V

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

BEATRIZ S. BELONIAS
VP for Academic Affairs


Approved:

EDGARDO E. TULIN
President



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department		Date of Filing
ELIZABETH S. QUEVEDO		DoPAC		Sept. 14, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
Chem 120 Chem 137	7:00-8:00 – TTh 2:30-4:00 - TTh 4:00-5:30 - TTh	30 29 30	Will hold classes as scheduled Make -up class	
Reason(s) of: Transact business at LBP Baybay City/SSS a. Leave: Date(s) ___ Vacation ___ Sick ___ others (Pls. specify) <u>Forced Leave</u>		b. Travel: Date(s) _____		
Conforme: _____ Name & Signature of person taking over the classes(s)		Prepared by:  ELIZABETH S. QUEVEDO Name & Signature of Instructor/Professor		
Approved by: MA. THERESA P. LORETO Name & Signature of Immediate Supervisor Date: _____				

*to be accomplished in 2 copies



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOPAC	Quevedo	Elizabeth	Sombilon
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
09/14/2022	Associate Professor II		

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) :

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

2 days

Inclusive Dates

09/15/2022 - 09/16/2022

6.d COMMUTATION

☒ Requested ☐ Not Requested

QUEVEDO, ELIZABETH S.

(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:

MA. THERESA P. LORETO

College of Arts and Sciences

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