



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>Lusanta</b>	<b>Dhenber</b>	<b>Castil</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>12/27/2022</b>	<b>Instructor III</b>		

### 6. DETAILS OF APPLICATION

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

- ☐ 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: CDO

#### 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:

- ☐ BAR/Board Examination Review  
☐ Completion of Master's Degree  
☐ Completion of Doctorate Degree  
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits  
☐ Terminal Leave

#### 6.c NUMBER OF WORKING DAYS APPLIED FOR

1 day

Inclusive Dates

12/22/2022 - 12/22/2022

#### 6.d COMMUTATION

☒ Requested ☐ Not Requested

**LUSANTA, DHENBER C.**

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.a CERTIFICATION OF LEAVE CREDITS

AS of: December 2022

	Vacation Leave	Sick Leave
Total Earned	7.934	23.708
Less this Application		
Balance	7.934	23.708

**REGINA C. BIBERA**

Office of the Head of Payroll and Leave Benefits

#### 7.b RECOMMENDATION:

- ☐ For Approval  
☐ For Disapproval due to:

**MARIA JULIET C. CENIZA**

Office of the Vice President for Research, Extension and Innovation

#### 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