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)
Eco-FARMI	**Villaremo**	**Marejen**	**Almedilla**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
04/10/2025	**Instructor II**	

6. DETAILS OF APPLICATION

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)
☒Sick
☐Special Emergency (Calamity)
☐Special Leave Benefits for women
☐Special Leave Privileges
☐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) : Mindanao

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

3 days
Inclusive Dates

04/02/2025 - 04/04/2025

6.d COMMUTATION

☒ Requested   ☐ Not Requested

VILLAREMO, MAREJEN A.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
 AS of: April 2025

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

FLORANTE G. DIDAL
Payroll and Leave Benefits Office

7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

JEROME O. ARRIBADO
Eco-Farm & Resource Management Institute

7.c APPROVED FOR:	7.d DISAPPROVED due to:
___ day(s) with pay ___ day(s) without pay Others (Specify):	

PROSE IVY G. YEPES
(Printed Name and Signature)
University President