



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)
FARMI	Valdevieso	Gelberto	Poliquit
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
07/16/2024	Administrative Aide III		

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)
☐ Sabbatical
☒ 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) : At home

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

06/18/2024 - 06/18/2024

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

VALDEVIESO, GELBERTO P.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: July 2024

	Vacation Leave	Sick Leave
Total Earned	9.706	83.042
Less this Application		
Balance	9.706	82.042

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:

___ day(s) with pay ___ day(s) without pay

Others (Specify):

7.d DISAPPROVED due to:

PROSE IVY G. YEPES

(Printed Name and Signature)
 University President



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07/16/2024	Administrative Aide III		

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Others: _____

6.b DETAILS OF LEAVE:

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- ☐ 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 FOR1 day

Inclusive Dates

07/17/2024 - 07/17/2024

6.d COMMUTATION

- ☒ Requested ☐ Not Requested

VALDEVIESO, GELBERTO P.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: July 2024

	Vacation Leave	Sick Leave
Total Earned	8.846	83.709
Less this Application		
Balance	7.846	83.709

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:

____ day(s) with pay ____ day(s) without pay

Others (Specify):

7.d DISAPPROVED due to:**PROSE IVY G. YEPES**
 (Printed Name and Signature)
 University President