



April 11, 2023

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

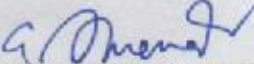
Thru: Dr. Beatriz S. Belonias  
VP for Academic Affairs

Dear Sir:


I would like to designate Dr. Felix M. Salas as Officer-In-Charge of the Department of Pure and Applied Chemistry on April 18-21, 2023 or until my return for I will be on mandatory/force leave. As OIC, Dr Salas 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:

  
Dr. FELIX M. SALAS  
Professor

Recommending Approval:

MA. THERESA P. LORETO  
Dean, CAS

BEATRIZ S. BELONIAS  
VP for Academic Affairs

Approved:

EDGARDO E. TULIN  
President, VSU



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>DOPAC</b>	<b>Quevedo</b>	<b>Elizabeth</b>	<b>Sombilon</b>												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
<b>04/11/2023</b>	<b>Associate Professor V</b>														
<b>6. DETAILS OF APPLICATION</b>															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation  Others: _____		6.b DETAILS OF LEAVE:  In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :  In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :  In case of Special Leave Benefits for Women: (Specify illness)  In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR <b>4 days</b> Inclusive Dates <b>04/18/2023 - 04/21/2023</b>		6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <div style="text-align: center;">   <b>QUEVEDO, ELIZABETH S.</b>          (Signature of Applicant)       </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <b>April 2023</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:40%;"></td> <td style="width:30%;">Vacation Leave</td> <td style="width:30%;">Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">45.821</td> <td style="text-align: center;">111.458</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">41.821</td> <td style="text-align: center;">111.458</td> </tr> </table> <div style="margin-top: 10px;"> <b>HONEY SOFIA V. COLIS</b>          Office of the Director for Human Resource Management       </div>			Vacation Leave	Sick Leave	Total Earned	45.821	111.458	Less this Application			Balance	41.821	111.458	7.b RECOMMENDATION:  <input type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:  <div style="text-align: center; margin-top: 20px;"> <b>MA. THERESA P. LORETO</b>          College of Arts and Sciences       </div>	
	Vacation Leave	Sick Leave													
Total Earned	45.821	111.458													
Less this Application															
Balance	41.821	111.458													
7.c APPROVED FOR: ____ day(s) with pay    ____ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<b>EDGARDO E. TULIN</b> _____ (Printed Name and Signature) University 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	April 11, 2023
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
Chem 138	7:00-8:30 MTh 10:00-11:30Th	16 36	No classes affected (Midterm Examination Week)
Reason(s) of: Authentication of PRC License  a. Leave: Date(s) ___ Vacation ___ Sick ___ others (Pls. specify)___  Mandatory/Force Leave Conforme:		b. Travel: Date(s) _____	
Name & Signature of person taking over the classes(s)		Prepared by:   <b>ELIZABETH S. QUEVEDO</b> Name & Signature of Instructor/Professor	
Approved by:  <b>MA. THERESA P. LORETO</b> Name & Signature of Immediate Supervisor Date: _____			

\*to be accomplished in 2 copies