

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)		
DMet	Andan	Charlie	Saldua		
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)		
07/04/2022	Instructor I				
6. DETAILS OF APPLICATION					
		In case of vacation/Sp Within the Philipper Abroad (Pls. Special In Case of Sick leave: In Hospital (Pls. Special In Case of Special Lea (Specify Illness) In case of Study leave: Completion of Mac BAR/Board Exam Other purpose: Monetization of I Terminal Leave 6.d COMMUTATION	In case of vacation/Special Privilege leave: ☑ Within the Philippines: Metro Manila ☐ 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.d COMMUTATION		
07/25/2022 -		(Sig	(Signature of Applicant)		
7. DETAILS OF ACTION ON APPLICATION					
7.a CERTIFICATION OF LEAVE C AS of: July 2022 Total Earned Less this Application Balance	Vacation Leave Sick Leave	7.b RECOMMENDAT			
REGINA C Office of the Head of Pay 7.c APPROVED FOR: day(s) with pay Others (Specify):			JANNET C/BENCURE College of Engineering and Technology 7.d DISAPPROVED due to:		
Printed Name and Signature) University President					



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07/04/2022	Instructo	Instructor I			
6. DETAILS OF APPLICATION					
6.a TYPE OF LEAVE TO BE AVAIL	ED OF:	6.b DETAILS OF LEA	VE:		
□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:		In case of vacation/Special Privilege leave: ☑ Within the Philippines: Metro Manila ☐ 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		6.d COMMUTATION			
3 days		□ Requested ☑ Not Requested			
Inclusive Dates 07/27/2022 - 07/29/2022		ANDAN, CHARLIE S. (Signature of Applicant)			
	7. DETAILS OF ACTION	ON APPLICATION			
7.a CERTIFICATION OF LEAVE CREDITS AS of: July 2022		7.b RECOMMENDA	7.b RECOMMENDATION:		
		□ For Approval □ For Disapprova JAR College of	l due to: NNET O. BENCURE Engineering and Technology		
7.c APPROVED FOR:) without pay	7.d DISAPPROVED	due to:		
	EDGARDO (Printed Name ar University F				



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					6.c NUMBER OF WORKING DAYS APPLIED FOR <u>5 days</u>
Inclusiv			□ vedaesten ⊠ 140t tredaesten		
08/01/2022 - 08/05/2022				AN, CHARLIE S. ature of Applicant)	
	7. DETAILS OF AC	CTION (ON APPLICATION		
7.a CERTIFICATION OF LEAVE (AS of: July 2022 Total Earned	CREDITS Vacation Leave Sick Le	eave	7.b RECOMMENDATI ☐ For Approval	ON:	
Less this Application Balance			□ For Disapproval (due to:	
REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			JANNET C. BENCURE College of Engineering and Technology		
7.c APPROVED FOR: day(s) with pay Others (Specify): day(s) without pay			7.d DISAPPROVED du	e to:	
EDGARDO E. TULIN (Printed Name and Signature) University President					