



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT PURE AND APPLIED CHEMISTRY	2. NAME : (Last) (First) (Middle) LORETO MA. THERESA POSAS												
3. DATE OF FILING May 24, 2022	4. POSITION Associate Professor IV 5. SALARY _____												
6. DETAILS OF APPLICATION													
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____ Compensatory Day Off _____	6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: Within the Philippines _____ Abroad (Specify) _____ In case of Sick Leave: In Hospital (Specify Illness, _____) Out Patient (Specify Illness, _____) _____ 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 3 days INCLUSIVE DATES May 25-27, 2022	6.D COMMUTATION Not Requested Requested <div style="text-align: right;"> (Signature of Applicant)</div>												
7. DETAILS OF ACTION ON APPLICATION													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> REGINA BIBERA, Adm. Officer II (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval _____ For disapproval due to _____ _____ <div style="text-align: right;"> ELIZABETH S. QUEVEDO Head, Pure and Applied Chemistry (Authorized Officer)</div>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												
 EDGARDO E. TULIN President (Authorized Official)													



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
MA. THERESA P. LORETO		PURE AND APPLIED CHEMISTRY		May 24, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
Btec 198-Research Planning and Manuscript Preparation	4:00-5:30, MW	16	Students will submit thru VSUEE their final thesis proposal	
Chem 138-Biochemistry 2	8:30-10:00, MW	24	Will still hold online classes	
Reason(s) of: Personal a. Leave: Date(s) <u>May 25-27, 2022</u> <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input checked="" type="checkbox"/> others (Pls. specify) CDO		b. Travel: Date(s) _____		
Conforme: N.A. Name & Signature of person taking over the classes(s)		Prepared by: MA. THERESA P. LORETO Name & Signature of Instructor/Professor		
Approved by: ELIZABETH S. QUEVEDO Head, Pure and Applied Chemistry Date: <u>24 May 2022</u>				

*to be accomplished in 2 copies