



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

[Stamp of Date of Receipt]

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)												
IASO	Cruz	Maria Teresa	Aco												
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)													
08/15/2023	Internal Auditor IV														
6. DETAILS OF APPLICATION															
6.a TYPE OF LEAVE TO BE AVAILED OF:		6.b DETAILS OF LEAVE:													
☐ 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 Privilege ☐ Study ☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) ☒ Vacation Others: _____		In case of vacation/Special Privilege leave: ☒ Within the Philippines : <u>Cavite</u> ☐ 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 FOR 2 days Inclusive Dates 08/17/2023 - 08/18/2023		6.d COMMUTATION ☒ Requested ☐ Not Requested CRUZ, MARIA TERESA A. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>August 2023</u>		7.b RECOMMENDATION:													
<table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>88.293</td><td>191.7</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>86.293</td><td>191.700</td></tr></tbody></table> FLORANTE G. DIDAL Payroll and Leave Benefits Office			Vacation Leave	Sick Leave	Total Earned	88.293	191.7	Less this Application			Balance	86.293	191.700	☐ For Approval ☐ For Disapproval due to: EDGARDO E. TULIN Office of the President	
	Vacation Leave	Sick Leave													
Total Earned	88.293	191.7													
Less this Application															
Balance	86.293	191.700													
7.c APPROVED FOR: ____ day(s) with pay ____ day(s) without pay Others (Specify): _____		7.d DISAPPROVED due to:													
EDGARDO E. TULIN (Printed Name and Signature) University President															