



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)
BIDANI	Edullantes	Melodina	Petilos
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
08/01/2023	Science Research Specialist I		

## 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 Privilege  
☐ 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) : home medication

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

3 days

Inclusive Dates

07/24/2023 - 07/26/2023

## 6.d COMMUTATION

- ☒ Requested ☐ Not Requested

EDULLANTES, MELODINA P.

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.a CERTIFICATION OF LEAVE CREDITS

AS of: August 2023

	Vacation Leave	Sick Leave
Total Earned	20.912	2.583
Less this Application		
Balance	20.912	2.583

FLORANTE G. DIDAL

Office of the Head of Payroll and Leave Benefits

## 7.b RECOMMENDATION:

- ☐ For Approval

- ☐ For Disapproval due to:

LILIAN B. NUÑEZ

Institute for Strategic Research &amp; Development Studies

## 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