



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)
DSS	Barbadillo	Mark Anthony	Manalad
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
06/13/2022	Instructor I		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption
- ☒ Mandatory/Force
- ☐ Maternity
- ☐ Maternity - 7 days Transferable to father/alternate caregiver
- ☐ Maternity - additional 15 days for single mother
- ☐ 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.c NUMBER OF WORKING DAYS APPLIED FOR

1 day
Inclusive Dates
06/14/2022 - 06/14/2022

7. DETAILS OF ACTION ON APPLICATION

7.b RECOMMENDATION:

- ☐ For Approval
- ☐ For Disapproval due to:

SUZETTE B. LINA
Department of Soil Science

7.d DISAPPROVED due to:

7.c APPROVED FOR:
day(s) with pay
Others (Specify):

Office of the Head of Payroll and Leave Benefits
REGINA C. BIBERA

Total Earned		
Vacation Leave		
Sick Leave		
Less this Application		
Balance		

AS of: June 2022

7.a CERTIFICATION OF LEAVE CREDITS

EDGARDO E. TULIN
(Printed Name and Signature)
University President