



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)
ITEEM	GORRE	ELVIRA	BULAWAN
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
07/16/2024	Administrative Assistant II		

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 Privileges ☐Study ☐VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) ☐Vacation Others: CTO	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) : 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 1 day Inclusive Dates 07/19/2024 - 07/19/2024	6.d COMMUTATION ☒ Requested ☐ Not Requested GORRE, ELVIRA B. (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: July 2024 <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>16.404</td><td>52.25</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>16.404</td><td>52.250</td></tr></table> FLORANTE G. DIDAL Payroll and Leave Benefits Office		Vacation Leave	Sick Leave	Total Earned	16.404	52.25	Less this Application			Balance	16.404	52.250	7.b RECOMMENDATION: ☒ For Approval ☐ For Disapproval due to: TEOFANES A. PATINDOL Institute of Tropical Ecology & Envi. Mgmt.
	Vacation Leave	Sick Leave											
Total Earned	16.404	52.25											
Less this Application													
Balance	16.404	52.250											
7.c APPROVED FOR: 1 day(s) with pay ___ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

PROSE IVY G. YEPES

(Printed Name and Signature)
University President