



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)
<b>Eco-FARMI</b>	<b>Baldos</b>	<b>Odelo</b>	<b>Balein</b>
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
<b>08/04/2025</b>	<b>Agricultural Technician II</b>		

## 6. DETAILS OF APPLICATION

## 6.a TYPE OF LEAVE TO BE AVAILED OF:

- ☐ Adoption Leave  
☐ Calamity Leaved (Special Emergency Leave)  
☐ Mandatory/Force  
☐ Maternity - 7 days Transferable to father/alternate caregiver  
☐ Monetization  
☐ Parental (Solo Parent)  
☐ Paternity  
☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sick  
☐ Special Leave Benefits for women  
☒ Special Leave Privileges  
☐ 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 : home  
☐ 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

0.5 days

Inclusive Dates

07/11/2025 - 07/11/2025

## 6.d COMMUTATION

- ☒ Requested    ☐ Not Requested

**BALDOS, ODELO B.**

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.a CERTIFICATION OF LEAVE CREDITS

AS of: August 2025

	Vacation Leave	Sick Leave
Total Earned	40.387	67.25
Less this Application		
Balance	40.387	67.250

**FLORANTE G. DIDAL**

Payroll and Leave Benefits Office

## 7.b RECOMMENDATION:

- ☐ For Approval

- ☐ For Disapproval due to:

**ED ALLAN L. ALCOBER**

Department of Agronomy

## 7.c APPROVED FOR:

\_\_\_\_ 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