Civil Service Form No. 6
Revised 2020

ANNEX A

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)
Eco-FARMI	**Arribado**	**Jerome**	**Orcales**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
05/13/2025	**Instructor 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)
- ☐ 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: _____

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:
☒ Within the Philippines : Celebrate Mother's Birthday
☐ 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

05/14/2025 - 05/14/2025

6.d COMMUTATION

☒ Requested ☐ Not Requested

ARRIBADO, JEROME O.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
AS of: May 2025

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

FLORANTE G. DIDAL
Payroll and Leave Benefits Office

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

SUZETTE B. LINA
Faculty of Agriculture and Food Science

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