



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)
IASO	Cruz	Maria Teresa	Aco
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
04/21/2022	Internal Auditor IV		

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 ☐ 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) : In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: ☐ Completion of Master's Degree ☐ BAR/Board Examination Review Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave
6.c NUMBER OF WORKING DAYS APPLIED FOR 3 days Inclusive Dates 04/18/2022 - 04/20/2022	6.d COMMUTATION ☐ Requested ☒ Not Requested CRUZ, MARIA TERESA A. (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>April 2022</u> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>76.558</td> <td>171.908</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>76.558</td> <td>171.908</td> </tr> </tbody> </table> HONEY SOFIA V. COLIS Office of the Director for Human Resource Management		Vacation Leave	Sick Leave	Total Earned	76.558	171.908	Less this Application			Balance	76.558	171.908	7.b RECOMMENDATION: ☐ For Approval ☐ For Disapproval due to: EDGARDO E. TULIN Office of the President
	Vacation Leave	Sick Leave											
Total Earned	76.558	171.908											
Less this Application													
Balance	76.558	171.908											
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