



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)
DBM	Salabao	Analita	Abella
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
04/29/2022	Associate Professor V		

## 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: Calamity(Agathon)

## 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

2 days

Inclusive Dates

05/05/2022 - 05/06/2022

## 6.d COMMUTATION

☒ Requested ☒ Not RequestedSALABAO, ANALITA A.

(Signature of Applicant)

## 7. DETAILS OF ACTION ON APPLICATION

## 7.a CERTIFICATION OF LEAVE CREDITS

AS of: April 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

HONEY SOFIA V. COLIS

Office of the Director for Human Resource Management

## 7.b RECOMMENDATION:

- ☐ For Approval  
☐ For Disapproval due to:

BERT C. PEÑALOSA

Department of Business and Management

## 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