



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>FARMI</b>             | <b>Pagalan</b>                | <b>Lilibeth Victoria</b> | <b>Valenzona</b>    |
| 3. DATE OF FILING        | 4. POSITION                   |                          | 5. SALARY (Monthly) |
| <b>04/24/2023</b>        | <b>Administrative Aide IV</b> |                          |                     |

**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 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 : Tacloban City  
☐ 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

04/25/2023 - 04/25/2023

**6.d COMMUTATION**

- ☒ Requested    ☐ Not Requested

**PAGALAN, LILIBETH VICTORIA V.**

(Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION****7.a CERTIFICATION OF LEAVE CREDITS**AS of: April 2023

|                       | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned          | 51.119         | 77         |
| Less this Application |                |            |
| Balance               | 51.119         | 77.000     |

**HONEY SOFIA V. COLIS**

Office of the Director for Human Resource Management

**7.b RECOMMENDATION:**

- ☒ For Approval

- ☐ For Disapproval due to:

**JEROME O. ARRIBADO**

Ecological Farm &amp; Resource Management Institute

**7.c APPROVED FOR:**1 day(s) with pay    \_\_\_ day(s) without pay

Others (Specify):

**7.d DISAPPROVED due to:****EDGARDO E. TULIN**(Printed Name and Signature)  
University President