



March 28, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

Baybay City, Leyte

Thru: **DR. Daniel Leslie S. Tan**

VP for Admin and Finance

Visayas State University

Dear Sir:

Greetings!

I would like to request for the monetization of the 50 days of my accumulated sick leave and 20 days of my accumulated vacation leave. The equivalent amount will be used to purchase house construction supplies and materials.

Thank you very much and hoping for a favorable response on this request.

Very truly yours,

**FELIX M. SALAS**

Professor VI

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS

**DANIEL LESLIE S. TAN**

VP for Admin and Finance

Approved:

**EDGARDO E. TULIN**


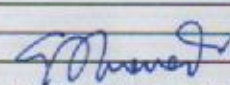
President



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT  <b>DoPAC</b>	2. NAME : (Last) (First) (Middle)  <b>SALAS FELIX M</b>												
3. DATE OF FILING <u>March 28, 2023</u> 4. POSITION <u>Professor VI</u> 5. SALARY _____													
<b>6. DETAILS OF APPLICATION</b>													
6.A TYPE OF LEAVE TO BE AVAILED OF  <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: _____	6.B DETAILS OF LEAVE  <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (Specify) _____  <i>In case of Sick Leave:</i> In Hospital (Specify illness) _____ Out Patient (Specify illness) _____  <i>In case of Special Leave Benefits for Women:</i> (Specify illness) _____  <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review Other purpose: _____ <b>X Monetization of Leave Credits</b> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR 50 days sick leave and 20 days vacation leave INCLUSIVE DATES	6.D COMMUTATION Not Requested Requested  <div style="text-align: center;"> <b>FELIX M. SALAS</b> (Signature of Applicant)</div>												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> <div style="text-align: center;"><b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)</div>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval For disapproval due to _____  <div style="text-align: center;"> <b>ELIZABETH S. QUEVEDO</b> Office/Dept./Unit (Authorized Officer)</div>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												
 <b>EDGARDO E. TULIN</b> President _____ (Authorized Official)													