

Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

I. OFFICE/DEPT./DIVISION	Name (Last)	adt univiliaeus	(First)	I be filed live (5) days in advance, (Middle) escible, of
ISRDS	Nuñez	medical certification	Lilian Isvers	Bandola a mot out in tentential of their
B. DATE OF FILING	4. POSITION			5. SALARY (Monthly)
06/01/2023	cation shall be made with	Associate Professor V		iory/Forced leave
- policy est les struges travel	6. D	ETAILS OF A	PPLICATION	In case the scheduled leave has been cancelled in the exic
6.a TYPE OF LEAVE TO BE AVAILED OF: 100 TO 100 Months of 1			6.b DETAILS	OF LEAVE:
□ 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: CDO			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 PHD Degree ☐ Completion of PHD Degree Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave	
6.c NUMBER OF WORKING DAYS APPLIED FOR 3 days Inclusive Dates 06/14/2023 - 06/16/2023			6.d COMMUTATION ☑ Requested ☐ Not Requested NUÑEZ, LILIAN B. (Signature of Applicant)	
based or latest available records of tion that the place of residence is	7. DETAIL	S OF ACTION	ON APPLICA	trent leave - 7 days NOIT
7.a CERTIFICATION OF LEAVE AS of: <u>June 2023</u>	E CREDITS	тачир	7.b RECOMM	on such leave with updated Solo Pere: NOITAGNAM
and the course on 1 Miles temporary	Vacation Leave	Sick Leave	□ For App	loval ball meet the agency's internal requirements, it any
Total Earned	ted leave credity shall be a acency stating the valid	d to bead	☐ For Disa	approval due to:
Less this Application	7.00			spresentative and the employee dunderfied.
Balance	leave*	14. Termina Prod of a		
	OFIA V. COLIS		gener-	MOISES NEIL V. SERIÑO
Human Resource	Management Offic	ce	Co	llege of Management & Economics
7.c APPROVED FOR: day(s) with pay day(s) without pay Others (Specify):			Comments: :ot out GEVO AVERAGE OF COMPANY CONTROL (BPO) Obtained from the Country Country (BPO) Obtained from the Country (Permanent Protection Order (TPO/PPO)	

(Printed Name and Signature) University President