Civil Service Form No. 6
Revised 2020

ANNEX A

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)
NARC	**Pleños**	**Mary Cris**	**Flores**

3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
03/28/2023	**Instructor I**	

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 :
- ☐ 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

10 days

Inclusive Dates

6.d COMMUTATION

☒ Requested ☐ Not Requested

PLEñOS, MARY CRIS F.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: March 2023

	Vacation Leave	Sick Leave
Total Earned	14.131	36.917
Less this Application		
Balance	14.131	36.917

HONEY SOFIA V. COLIS
Office of the Director for Human Resource Management

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

ROMEL B. ARMECIN
National Abaca Research Center

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