



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)												
Eco-FARMI	Lusanta	Dhenber	Castil												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
12/27/2022	Instructor III														
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: <u>CDO</u>		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 <u>2 days</u> Inclusive Dates 12/19/2022 - 12/20/2022		6.d COMMUTATION ☒ Requested ☐ Not Requested LUSANTA, DHENBER C. (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2022</u> <table border="1" style="width: 100%;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>7.934</td> <td>23.708</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>7.934</td> <td>23.708</td> </tr> </table> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			Vacation Leave	Sick Leave	Total Earned	7.934	23.708	Less this Application			Balance	7.934	23.708	7.b RECOMMENDATION: ☐ For Approval ☐ For Disapproval due to: MARIA JULIET C. CENIZA Office of the Vice President for Research, Extension and Innovation	
	Vacation Leave	Sick Leave													
Total Earned	7.934	23.708													
Less this Application															
Balance	7.934	23.708													
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															