



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)
IASO	Cruz	Maria Teresa	Aco
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
08/08/2022	Internal Auditor IV		

6. DETAILS OF APPLICATION

<p>6.a TYPE OF LEAVE TO BE AVAILED OF:</p> <p><input type="checkbox"/>Adoption</p> <p><input type="checkbox"/>Mandatory/Force</p> <p><input type="checkbox"/>Maternity</p> <p><input type="checkbox"/>Maternity - 7 days Transferable to father/alternate caregiver</p> <p><input type="checkbox"/>Maternity - additional 15 days for single mother</p> <p><input type="checkbox"/>Monetization</p> <p><input type="checkbox"/>Parental (Solo Parent)</p> <p><input type="checkbox"/>Paternity</p> <p><input type="checkbox"/>Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/>Sabbatical</p> <p><input type="checkbox"/>Sick</p> <p><input type="checkbox"/>Special Emergency (Calamity)</p> <p><input type="checkbox"/>Special Leave Benefits for women</p> <p><input type="checkbox"/>Special Leave Privilege</p> <p><input type="checkbox"/>Study</p> <p><input type="checkbox"/>VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/>Vacation</p> <p>Others: <u>Educational Tour</u></p>	<p>6.b DETAILS OF LEAVE:</p> <p>In case of vacation/Special Privilege leave:</p> <p><input type="checkbox"/> Within the Philippines :</p> <p><input type="checkbox"/> Abroad (Pls. Specify) :</p> <p>In case of Sick leave:</p> <p><input type="checkbox"/> In Hospital (Pls. Specify) :</p> <p><input type="checkbox"/> Out Patient (Pls. Specify) :</p> <p>In case of Special Leave Benefits for Women: (Specify Illness)</p> <p>In case of Study leave:</p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p>Other purpose:</p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
<p>6.c NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>5 days</u></p> <p>Inclusive Dates</p> <p>08/15/2022 - 08/17/2022</p>	<p>6.d COMMUTATION</p> <p><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p></p> <p>CRUZ, MARIA TERESA A.</p> <p>(Signature of Applicant)</p>

7. DETAILS OF ACTION ON APPLICATION

<p>7.a CERTIFICATION OF LEAVE CREDITS</p> <p>AS of: <u>August 2022</u></p> <table border="1" data-bbox="106 1514 813 1606"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>80.506</td> <td>176.366</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>80.506</td> <td>176.366</td> </tr> </table> <p style="text-align: center;">REGINA C. BIBERA</p> <p style="text-align: center;">Office of the Head of Payroll and Leave Benefits</p>		Vacation Leave	Sick Leave	Total Earned	80.506	176.366	Less this Application			Balance	80.506	176.366	<p>7.b RECOMMENDATION:</p> <p><input type="checkbox"/> For Approval</p> <p><input type="checkbox"/> For Disapproval due to:</p> <p style="text-align: center;">ALLEN GLENNIE P. LAMBERT</p> <p style="text-align: center;">Office of the President</p>
	Vacation Leave	Sick Leave											
Total Earned	80.506	176.366											
Less this Application													
Balance	80.506	176.366											
<p>7.c APPROVED FOR:</p> <p>____ day(s) with pay ____ day(s) without pay</p> <p>Others (Specify):</p>	<p>7.d DISAPPROVED due to:</p>												

EDGARDO E. TULIN

(Printed Name and Signature)
University President