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)
03/10/2022	**Internal Auditor IV**	

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:
☐ Completion of Master's Degree
☐ BAR/Board Examination Review

Other purpose:
☐ Monetization of Leave Credits
☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR

<u>1 day</u>
Inclusive Dates

03/11/2022 - 03/11/2022

6.d COMMUTATION

☐ Requested ☒ Not Requested

CRUZ, MARIA TERESA A.
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
AS of: <u>March 2022</u>

	Vacation Leave	Sick Leave
Total Earned	74.85	170.2
Less this Application		
Balance	74.850	170.200

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

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:

EDGARDO E. TULIN
Office of the President

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