

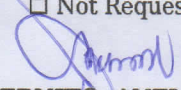
Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

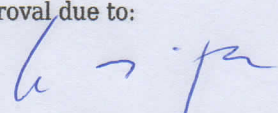
**APPLICATION FOR LEAVE**

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
<b>DOE</b>	<b>Pernito</b>	<b>Anelito</b>	<b>Cajeric</b>
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
<b>05/12/2022</b>	<b>Administrative Aide III</b>		

**6. DETAILS OF APPLICATION**

<b>6.a TYPE OF LEAVE TO BE AVAILED OF:</b> <input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation  Others: _____	<b>6.b DETAILS OF LEAVE:</b>  In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :  In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :  In case of Special Leave Benefits for Women: (Specify Illness)  In case of Study leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
<b>6.c NUMBER OF WORKING DAYS APPLIED FOR</b>  <u>3 days</u> Inclusive Dates  05/13/2022 - 05/17/2022	<b>6.d COMMUTATION</b>  <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested   <b>PERNITO, ANELITO C.</b> _____ (Signature of Applicant)

**7. DETAILS OF ACTION ON APPLICATION**

<b>7.a CERTIFICATION OF LEAVE CREDITS</b> AS of: <u>May 2022</u> <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td>50.9</td><td>164.817</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>47.9</td><td>164.817</td></tr></tbody></table> <b>JENNIFER E. ANDO</b> Office of the Head of Recruitment Selection Placement and Personnel Records		Vacation Leave	Sick Leave	Total Earned	50.9	164.817	Less this Application			Balance	47.9	164.817	<b>7.b RECOMMENDATION:</b>  <input type="checkbox"/> For Approval  <input type="checkbox"/> For Disapproval due to:   <b>MARIA HAZEL I. BELLEZAS</b> _____ Department of Economics
	Vacation Leave	Sick Leave											
Total Earned	50.9	164.817											
Less this Application													
Balance	47.9	164.817											
<b>7.c APPROVED FOR:</b> ____ day(s) with pay ____ day(s) without pay Others (Specify):	<b>7.d DISAPPROVED due to:</b>												

**EDGARDO E. TULIN**\_\_\_\_\_  
(Printed Name and Signature)  
University President