



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>ISRDS</b>	<b>Gonzaga</b>	<b>Ernesto</b>	<b>Alkuino</b>												
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)												
<b>03/23/2023</b>	<b>Administrative Aide VI</b>														
<b>6. DETAILS OF APPLICATION</b>															
6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input 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 checked="" 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: _____		6.b DETAILS OF LEAVE:  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"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree  Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.c NUMBER OF WORKING DAYS APPLIED FOR  <div style="text-align: center;"><u>30 days</u></div>  Inclusive Dates		6.d COMMUTATION  <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <div style="text-align: center;">   <b>GONZAGA, ERNESTO A. JR.</b>          (Signature of Applicant)       </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>March 2023</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Vacation Leave</th> <th style="width: 30%;">Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">83.963</td> <td style="text-align: center;">190.958</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">83.963</td> <td style="text-align: center;">190.958</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <b>HONEY SOFIA V. COLIS</b>          Office of the Director for Human Resource Management       </div>			Vacation Leave	Sick Leave	Total Earned	83.963	190.958	Less this Application			Balance	83.963	190.958	7.b RECOMMENDATION:  <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:  <div style="text-align: center; margin-top: 20px;">   <b>LILIAN B. NUÑEZ</b>          Institute for Strategic Research &amp; Development Studies       </div>	
	Vacation Leave	Sick Leave													
Total Earned	83.963	190.958													
Less this Application															
Balance	83.963	190.958													
7.c APPROVED FOR: ____ day(s) with pay    ____ day(s) without pay Others (Specify):		7.d DISAPPROVED due to:													
<b>EDGARDO E. TULIN</b> _____ (Printed Name and Signature) University President															