



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)            |            |              |         |         |                       |  |  |         |         |         |   |  |
|--|--------------------------|---|---------------------|------------|--------------|---------|---------|-----------------------|--|--|---------|---------|---------|---|--|
| DA   | Ratilla                  | Teodomero   | Cabusao             |            |              |         |         |                       |  |  |         |         |         |   |  |
| 3. DATE OF FILING  | 4. POSITION              |   | 5. SALARY (Monthly) |            |              |         |         |                       |  |  |         |         |         |   |  |
| 08/17/2022   | School Farm Demonstrator |   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <b>6. DETAILS OF APPLICATION</b>   |                          |   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 6.a TYPE OF LEAVE TO BE AVAILED OF:<br><input type="checkbox"/> Adoption<br><input type="checkbox"/> Mandatory/Force<br><input type="checkbox"/> Maternity<br><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver<br><input type="checkbox"/> Maternity - additional 15 days for single mother<br><input type="checkbox"/> Monetization<br><input type="checkbox"/> Parental (Solo Parent)<br><input type="checkbox"/> Paternity<br><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br><input type="checkbox"/> Sabbatical<br><input checked="" type="checkbox"/> Sick<br><input type="checkbox"/> Special Emergency (Calamity)<br><input type="checkbox"/> Special Leave Benefits for women<br><input type="checkbox"/> Special Leave Privilege<br><input type="checkbox"/> Study<br><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)<br><input type="checkbox"/> Vacation<br>Others: _____ |                          | 6.b DETAILS OF LEAVE:<br><br>In case of vacation/Special Privilege leave:<br><input type="checkbox"/> Within the Philippines :<br><input type="checkbox"/> Abroad (Pls. Specify) :<br><br>In case of Sick leave:<br><input type="checkbox"/> In Hospital (Pls. Specify) :<br><input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>home</u><br><br>In case of Special Leave Benefits for Women:<br>(Specify Illness)<br><br>In case of Study leave:<br><input type="checkbox"/> Completion of Master's Degree<br><input type="checkbox"/> BAR/Board Examination Review<br><br>Other purpose:<br><input type="checkbox"/> Monetization of Leave Credits<br><input type="checkbox"/> Terminal Leave |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 6.c NUMBER OF WORKING DAYS APPLIED FOR<br><u>1 day</u><br>Inclusive Dates<br>08/16/2022 - 08/16/2022   |                          | 6.d COMMUTATION<br><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested<br><br><div style="text-align: center;"> <br/> <b>RATILLA, TEODOMERO C.</b><br/>         (Signature of Applicant)       </div>  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>   |                          |   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 7.a CERTIFICATION OF LEAVE CREDITS<br>AS of: <u>August 2022</u> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>316.286</td> <td>283.374</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>316.286</td> <td>282.374</td> </tr> </tbody> </table> <div style="text-align: center;"> <b>REGINA C. BIBERA</b><br/>         Office of the Head of Payroll and Leave Benefits       </div>  |                          |   | Vacation Leave      | Sick Leave | Total Earned | 316.286 | 283.374 | Less this Application |  |  | Balance | 316.286 | 282.374 | 7.b RECOMMENDATION:<br><br><input type="checkbox"/> For Approval<br><input type="checkbox"/> For Disapproval due to:<br><br><div style="text-align: center;"> <br/> <b>RUTH O. ESCASINAS</b><br/>         Department of Agronomy       </div> |  |
|  | Vacation Leave           | Sick Leave  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Total Earned   | 316.286                  | 283.374   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Less this Application  |                          |   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Balance  | 316.286                  | 282.374   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 7.c APPROVED FOR:<br>_____ day(s) with pay    _____ day(s) without pay<br>Others (Specify): _____  |                          | 7.d DISAPPROVED due to: _____   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN</b><br/>         (Printed Name and Signature)<br/>         University President       </div>   |                          |   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |



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**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

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**APPLICATION FOR LEAVE**

|   |                          |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
|---|--------------------------|--|---------------------|------------|--------------|---------|---------|-----------------------|--|--|---------|---------|---------|---|--|
| 1. OFFICE/DEPT./DIVISION  | Name (Last)              | (First)  | (Middle)            |            |              |         |         |                       |  |  |         |         |         |   |  |
| DA  | Ratilla                  | Teodomero  | Cabusao             |            |              |         |         |                       |  |  |         |         |         |   |  |
| 3. DATE OF FILING   | 4. POSITION              |  | 5. SALARY (Monthly) |            |              |         |         |                       |  |  |         |         |         |   |  |
| 10/03/2022  | School Farm Demonstrator |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <b>6. DETAILS OF APPLICATION</b>  |                          |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 6.a TYPE OF LEAVE TO BE AVAILED OF:<br><input type="checkbox"/> Adoption<br><input type="checkbox"/> Educational Tour (Local) (UADCO Resolution No. 7, s. 2008 and OP Memo Circular No. 18, 2009)<br><input type="checkbox"/> Mandatory/Force<br><input type="checkbox"/> Maternity<br><input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver<br><input type="checkbox"/> Maternity - additional 15 days for single mother<br><input type="checkbox"/> Monetization<br><input type="checkbox"/> Parental (Solo Parent)<br><input type="checkbox"/> Paternity<br><input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br><input type="checkbox"/> Sabbatical<br><input checked="" type="checkbox"/> Sick<br><input type="checkbox"/> Special Emergency (Calamity)<br><input type="checkbox"/> Special Leave Benefits for women<br><input type="checkbox"/> Special Leave Privilege<br><input type="checkbox"/> Study<br><input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005)<br><input type="checkbox"/> Vacation<br>Others: _____ |                          | 6.b DETAILS OF LEAVE:<br><br>In case of vacation/Special Privilege leave:<br><input type="checkbox"/> Within the Philippines :<br><input type="checkbox"/> Abroad (Pls. Specify) :<br><br>In case of Sick leave:<br><input type="checkbox"/> In Hospital (Pls. Specify) :<br><input checked="" type="checkbox"/> Out Patient (Pls. Specify) : <u>local</u><br><br>In case of Special Leave Benefits for Women:<br>(Specify Illness)<br><br>In case of Study leave:<br><input type="checkbox"/> BAR/Board Examination Review<br><input type="checkbox"/> Completion of Master's Degree<br><input type="checkbox"/> Completion of Doctorate Degree<br><input type="checkbox"/> Completion of PHD Degree<br><br>Other purpose:<br><input type="checkbox"/> Monetization of Leave Credits<br><input type="checkbox"/> Terminal Leave |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 6.c NUMBER OF WORKING DAYS APPLIED FOR<br><p style="text-align: center;">1 day<br/>Inclusive Dates<br/>09/30/2022 - 09/30/2022</p>  |                          | 6.d COMMUTATION<br><input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested<br><br><div style="text-align: center;"> <br/> <b>RATILLA TEODOMERO C.</b><br/>         (Signature of Applicant)       </div>  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>  |                          |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 7.a CERTIFICATION OF LEAVE CREDITS<br>AS of: <u>October 2022</u> <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>317.446</td> <td>284.166</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>317.446</td> <td>283.166</td> </tr> </table> <p style="text-align: center;"><b>REGINA C. BIBERA</b><br/>Office of the Head of Payroll and Leave Benefits</p>   |                          |  | Vacation Leave      | Sick Leave | Total Earned | 317.446 | 284.166 | Less this Application |  |  | Balance | 317.446 | 283.166 | 7.b RECOMMENDATION:<br><br><input type="checkbox"/> For Approval<br><br><input type="checkbox"/> For Disapproval due to:<br><br><div style="text-align: center;"> <br/> <b>RUTH O. ESCASINAS</b><br/>         Department of Agronomy       </div> |  |
|   | Vacation Leave           | Sick Leave   |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Total Earned  | 317.446                  | 284.166  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Less this Application   |                          |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| Balance   | 317.446                  | 283.166  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| 7.c APPROVED FOR:<br>_____ day(s) with pay   _____ day(s) without pay<br>Others (Specify): _____  |                          | 7.d DISAPPROVED due to: _____  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |
| <div style="text-align: center;"> <br/> <b>EDGARDO E. TULIN</b>   <u>10/06/22</u><br/>         (Printed Name and Signature)<br/>         University President       </div>  |                          |  |                     |            |              |         |         |                       |  |  |         |         |         |   |  |