



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)
CME	Nuñez	Lilian	Bandola
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
12/09/2024	Associate Professor V		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF: ☐ Adoption ☐ Mandatory/Force ☐ 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) ☐ Sick ☐ Special Emergency (Calamity) ☐ Special Leave Benefits for women ☐ Special Leave Privileges ☐ 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: ☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree ☐ Completion of PHD Degree Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave
6.c NUMBER OF WORKING DAYS APPLIED FOR <u>3 days</u> Inclusive Dates 12/10/2024 - 12/12/2024	6.d COMMUTATION ☒ Requested ☐ Not Requested NUÑEZ, LILIAN B. (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2024</u> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>32.124</td><td>399.5</td></tr><tr><td>Less this Application</td><td></td><td></td></tr><tr><td>Balance</td><td>32.124</td><td>399.500</td></tr></table> FLORANTE G. DIDAL Payroll and Leave Benefits Office		Vacation Leave	Sick Leave	Total Earned	32.124	399.5	Less this Application			Balance	32.124	399.500	7.b RECOMMENDATION: ☐ For Approval ☐ For Disapproval due to: ROTACIO S. GRAVOSO Office of the Vice President for Academic Affairs
	Vacation Leave	Sick Leave											
Total Earned	32.124	399.5											
Less this Application													
Balance	32.124	399.500											
7.c APPROVED FOR: ___ day(s) with pay ___ day(s) without pay Others (Specify):	7.d DISAPPROVED due to:												

PROSE IVY G. YEPES

(Printed Name and Signature)
University President