



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)
ITEEM	Espinosa	Eliza	Dadole
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
07/04/2022	Associate Professor I		

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: _____

6.b DETAILS OF LEAVE:

- In case of vacation/Special Privilege leave:
☒ Within the Philippines : HOME
☐ 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

1 day
 Inclusive Dates

 07/07/2022 - 07/07/2022

6.d COMMUTATION

☒ Requested ☐ Not Requested

ESPINOSA, ELIZA D.
 (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS

AS of: July 2022

	Vacation Leave	Sick Leave
Total Earned		
Less this Application		
Balance		

REGINA C. BIBERA
 Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:

- ☐ For Approval
☐ For Disapproval due to: _____

DENNIS P. PEQUE
 College of Forestry & Environmental Sciences

7.c APPROVED FOR:

___ day(s) with pay ___ day(s) without pay
 Others (Specify): _____

7.d DISAPPROVED due to: