Republic of the Philippines

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
DOE	**Pernito**	**Anelito**	**Cajeric**

3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
05/05/2022	**Administrative Aide III**		

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: Calamity(Agathon)

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:
 ☐ 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	6.d COMMUTATION
5 days Inclusive Dates 05/02/2022 - 05/10/2022	☒ Requested ☐ Not Requested **PERNITO, ANELITO C.** (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
 AS of: May 2022

	Vacation Leave	Sick Leave
Total Earned	50.608	164.525
Less this Application		
Balance	50.608	164.525

HONEY SOFIA V. COLIS
Office of the Director for Human Resource Management

7.b RECOMMENDATION:

 ☐ For Approval

 ☐ For Disapproval due to:

MARIA HAZEL I. BELLEZAS
Department of Economics

7.c APPROVED FOR:
____ day(s) with pay ____ day(s) without pay
Others (Specify):

7.d DISAPPROVED due to:

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