

Republic of the Philippines

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

OFFICE/DEPT./DIVISION Name (Last		SEVER L	(First)	(Middle)
ISRDS	ISRDS Nuñez		Lilian	Bandola
DATE OF FILING	ATE OF FILING 4. POSITION			5. SALARY (Monthly)
12/20/2022	Dan - Harry Heaville	rofessor V		
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a TYPE OF LEAVE TO BE AV	AILED OF:		6.b DETAILS OF	F LEAVE:
□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: CDO			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 PHD Degree Other purpose: □ Monetization of Leave Credits □ Terminal Leave	
c NUMBER OF WORKING D	AYS APPLIED FOR	}	6.d COMMUTA	
Inclu	5 days sive Dates 22 - 12/22/2022	Nuñez, LILIAN B. (Signature of Applicant)		
e reclaim training at this increase	7. DETAI	LS OF ACTION	ON APPLICATION	ON
.a CERTIFICATION OF LEAV AS of: <u>December 2022</u>			7.b RECOMME	The state of the s
	Vacation Leave	Sick Leave	☐ For Approv	
Total Earned	36.399	370.708	☐ For Disapp	proval due to:
Less this Application	20.000	270 700	L Tor Disapp	Notal and to
Balance	36.399	370.708		
REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits			MOISES NEIL V. SERIÑO College of Management & Economics	
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6.a TYPE OF LEAVE TO E	BE AVAILED OF:		6.b DETAILS	OF LEAVE:	o water than the subsection of the			
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6.c NUMBER OF WORKIN	FOR	6.d COMMUTATION ☑ Requested ☐ Not Requested NUREZ, LILIAN B. (Signature of Applicant)						
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Total Earned Less this Application	36.399	370.708	☐ For Disapproval due to:					
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6. DETAILS OF APPLICATION									
6.a TYPE OF LEAVE TO BE A	VAILED OF:	6.b DETAILS OF LEAVE:							
□Adoption Mandatory/Force □Maternity □Maternity - 7 days Trans □Maternity - additional 15 □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule □Sabbatical □Sick □Special Emergency (Cala □Special Leave Benefits for □Special Leave Privilege □Study □VAWC (RA No. 9262 / CSC MC No. 19 10 10 10 10 10 10 □Vacation Others:	5 days for single mo XVI, Omnibus Rules Impleme amity) or women	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 PHD Degree Other purpose: □ Monetization of Leave Credits □ Terminal Leave							
Inch	DAYS APPLIED FOR 4 days usive Dates 22 - 12/29/2022	6.d COMMUTATION ☑ Requested ☐ Not Requested NUñEZ, LILIAN B. (Signature of Applicant)							
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7.c APPROVED FOR: day(s) with payday Others (Specify):	ay(s) without pay	7.d DISAPPROVED due to:							
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