



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)
ISRDS	Nuñez	Lillian	Bandola
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
12/20/2022	Associate Professor V		

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: CDO**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 FOR0.5 days

Inclusive Dates

12/22/2022 - 12/22/2022**6.d COMMUTATION**☒ Requested ☐ Not RequestedNUÑEZ, LILIAN B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION**7.a CERTIFICATION OF LEAVE CREDITS**AS of: December 2022

	Vacation Leave	Sick Leave
Total Earned	36.399	370.708
Less this Application		
Balance	36.399	370.708

REGINA C. BIBERA

Office of the Head of Payroll and Leave Benefits

7.b RECOMMENDATION:☐ For Approval☐ For Disapproval due to:**MOISES NEIL V. SERIÑO**

College of Management & 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



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☒ 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 : Commemorate death anniversary.
☐ 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

1 day

Inclusive Dates

12/23/2022 - 12/23/2022

6.d COMMUTATION

☒ Requested ☐ Not Requested

 NUÑEZ, LILIAN B.

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

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MOISES NEIL V. SERIÑO

College of Management & Economics

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6.a TYPE OF LEAVE TO BE AVAILED OF: <input type="checkbox"/> Adoption <input checked="" type="checkbox"/> Mandatory/Force <input type="checkbox"/> Maternity <input type="checkbox"/> Maternity - 7 days Transferable to father/alternate caregiver <input type="checkbox"/> Maternity - additional 15 days for single mother <input type="checkbox"/> Monetization <input type="checkbox"/> Parental (Solo Parent) <input type="checkbox"/> Paternity <input type="checkbox"/> Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sabbatical <input type="checkbox"/> Sick <input type="checkbox"/> Special Emergency (Calamity) <input type="checkbox"/> Special Leave Benefits for women <input type="checkbox"/> Special Leave Privilege <input type="checkbox"/> Study <input type="checkbox"/> VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Vacation Others: _____	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) : In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.c NUMBER OF WORKING DAYS APPLIED FOR <u>4 days</u> Inclusive Dates <u>12/26/2022 - 12/29/2022</u>	6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center;"> NUÑEZ, LILIAN B. (Signature of Applicant) </div>

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS AS of: <u>December 2022</u> <table border="1" style="width: 100%;"> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> <tr> <td>Total Earned</td> <td>36.399</td> <td>370.708</td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>32.399</td> <td>370.708</td> </tr> </table> <div style="text-align: center;"> REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits </div>		Vacation Leave	Sick Leave	Total Earned	36.399	370.708	Less this Application			Balance	32.399	370.708	7.b RECOMMENDATION: <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to: <div style="text-align: center;"> MOISES NEIL V. SERIÑO College of Management & Economics </div>
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EDGARDO E. TULIN(Printed Name and Signature)
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