



Visayas State University

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Office of the President

15 December 2010

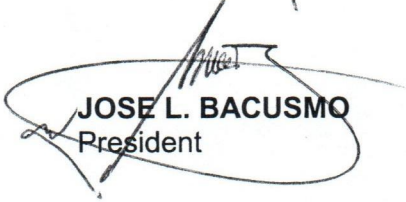
MEMORANDUM NO. 273
Series of 2010

To: Prof. Alan B. Loreto

Re: Recall of Forced Leave

Due to the exigency of your services, your application for forced leave on Dec. 17 - 23, 2010 is hereby recalled.

You are requested to report to office on the said dates. Please be guided accordingly.


JOSE L. BACUSMO
President

Cc: Ms. Teresita L. Quiñanola – PRPEO

APPLICATION FOR LEAVE

1. Office/Agency VSU	2. Name (Last) LORETO	(First) ALAN	(Middle) B.
3. Date of Filing	4. Position Executive Officer/Assoc. Prof.	10. Salary (Monthly)	

DETAILS OF APPLICATION

6. a) TYPE OF LEAVE

- ☒ Vacation
☐ To seek employment
☒ Others (specify) Force Leave

- ☐ Sick
☐ Maternity
☐ Others (specify) _____

6. c) NUMBER OF WORKING DAYS APPLIED FOR 5 daysInclusive Dates: Dec. 17-23, 2010

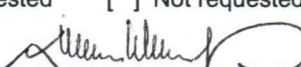
6. b) WHERE LEAVE WILL BE SPENT

- (1) In case of Vacation Leave
☐ Within the Philippines
☐ Abroad (specify) _____

- (7) In case of Sick Leave
☐ In Hospital (specify) _____

6. d) COMMUTATION

- ☐ Requested ☐ Not requested


ALAN B. LORETO
 (Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. a) CERTIFICATE OF LEAVE CREDITS

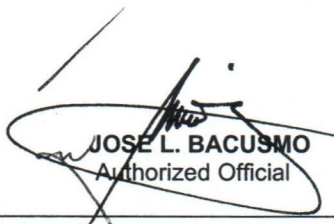
as of _____, 200_____

Vacation	Sick	Total
_____	_____	_____
Days	Days	Days

TERESITA L. QUIÑANOLA
 Personnel Officer

7. b) RECOMMENDATION

- ☐ Approval
☐ Disapproval due to _____



JOSE L. BACUSMO
 Authorized Official

7. c) APPROVED FOR:

_____ days with pay
 _____ days without pay
 _____ others (specify) _____

7. d) DISAPPROVED due to:

(Signature)


JOSE L. BACUSMO
 (Authorized Official)

(Date)

INSTRUCTION

1. Application for vacation or sick leave for one full day or more shall be made on this Form and to be accomplished at least in duplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of an affidavit should be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her authorized leave of absence.
5. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.