



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Dept. of Liberal Arts and Behavioral Sciences	2. NAME : (Last) (First) (Middle) FERNANDEZ, ERROL C.												
3. DATE OF FILING <u>Dec. 23, 2021</u>	4. POSITION <u>Instructor I</u> 5. SALARY <u>₱ 0.00</u>												
6. DETAILS OF APPLICATION													
<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Residence</u> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review</p> <p><i>Other purpose:</i> Monetization of Leave Credits Terminal Leave</p>												
<p>6.C NUMBER OF WORKING DAYS APPLIED FOR <u>5 days</u> INCLUSIVE DATES <u>January 10-14, 2022</u></p>	<p>6.D COMMUTATION Not Requested Requested</p> <p style="text-align: right;"><u>ERROL C. FERNANDEZ</u> (Signature of Applicant)</p>												
7. DETAILS OF ACTION ON APPLICATION													
<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Total Earned</i></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Less this application</i></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Balance</i></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><u>REGINA BIBERA, Adm. Officer II</u> (Authorized Officer)</p>		Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			<p>7.B RECOMMENDATION</p> <p>For approval _____</p> <p>For disapproval due to _____</p> <p>_____</p> <p style="text-align: center;"><u>JETT C. QUEBEC, DLABS Head</u> (Authorized Officer)</p>
	Vacation Leave	Sick Leave											
<i>Total Earned</i>													
<i>Less this application</i>													
<i>Balance</i>													
<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>EDGARDO E. TULIN</u> President (Authorized Official)</p>												