



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

### APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT: Office of the Vice Pres for Academic Affairs		2. NAME: (Last) (First) (Middle) VALENZONA ERLINDA SANTIAGO													
3. DATE OF FILING: April 28, 2022		4. POSITION Admin Asst II													
		5. SALARY													
<b>6. DETAILS OF APPLICATION</b>															
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input type="checkbox"/> Vacation Leave (Sec.51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec.25, Rule XVI, Omnibus Rules Implementing EO No. 292) <input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing EO No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Ten-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing EO No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s.2010) <input type="checkbox"/> Special Emergency/Calamity Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <input type="checkbox"/> Others: _____		<b>6.B DETAILS OF LEAVE</b> <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (specify) _____ <i>In case of Sick Leave:</i> In Hospital (specify illness) _____ Out Patient (specify illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify) _____ <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review <i>Other purpose:</i> Monetization of Leave Credits Terminal Leave													
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <u>One (1) Day</u> INCLUSIVE DAYS: <u>April 22, 2022</u>		<b>6.D COMMUTATION</b> Not Requested _____ Requested _____ <div style="text-align: right;">   <b>ERLINDA S. VALENZONA</b>          (Signature of Applicant)       </div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> AS OF _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Vacation Leave</th> <th style="text-align: center; border-bottom: 1px solid black;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <b>REGINA C. BIBERA</b>          Administrative Officer II          (Authorized Officer)       </div>			Vacation Leave	Sick Leave	Total Earned	_____	_____	Less this application	_____	_____	Balance	_____	_____	<b>7.B RECOMMENDATION</b> For approval _____ For disapproval due to _____ <div style="text-align: right; margin-top: 20px;">   <b>BEATRIZ S. BELONIAS</b>          Vice President for Academic Affairs          (Authorized Officer)       </div>	
	Vacation Leave	Sick Leave													
Total Earned	_____	_____													
Less this application	_____	_____													
Balance	_____	_____													
<b>7.C APPROVED FOR</b> ___ day(s) with pay ___ day(s) without pay ___ others (specify) _____		<b>7.D DISAPPROVED DUE TO</b> _____ _____ _____													
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>          President          (Authorized Official)       </div> <div style="text-align: center;">   <b>BEATRIZ S. BELONIAS</b>          Vice President for Academic Affairs          (Authorized Officer)       </div> </div>															