



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

| | | | | |
|----------------------|-----------|--------|----------|----------|
| 1. OFFICE/DEPARTMENT | 2. NAME : | (Last) | (First) | (Middle) |
| ACCOUNTING OFFICE | NAPIERE, | WILMA | VALIENTE | |

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| 3. DATE OF FILING February 19, 2022 | 4. POSITION Administrative Aide VI | 5. SALARY 16,200.00 |
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6. DETAILS OF APPLICATION

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| <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 checked="" 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 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></p> <p><input checked="" type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p>Completion of Master's Degree</p> <p>BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p>Monetization of Leave Credits</p> <p>Terminal Leave</p> |
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| <p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p>1 day</p> <p>INCLUSIVE DATES</p> <p>February 21, 2022</p> | <p>6.D COMMUTATION</p> <p><input checked="" type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;"> (Signature of Applicant)</p> |
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7. DETAILS OF ACTION ON APPLICATION

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|---|----------------|----------------|------------|--------------|--|--|-----------------------|--|--|---------|--|--|---|
| <p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width:100%"><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></table> <p style="text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</p> | | Vacation Leave | Sick Leave | Total Earned | | | Less this application | | | Balance | | | <p>7.B RECOMMENDATION</p> <p>For approval</p> <p>For disapproval due to _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">NICK FREDDY R. BELLO, Accountant II (Authorized Officer)</p> |
| | Vacation Leave | Sick Leave | | | | | | | | | | | |
| Total Earned | | | | | | | | | | | | | |
| Less this application | | | | | | | | | | | | | |
| Balance | | | | | | | | | | | | | |

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| <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>_____</p> |
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EDGARDO E. TULIN
President

(Authorized Official)