



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>Institute of Tropical Ecology and Environmental Management (ITEEM)</b>	2. NAME : (Last) (First) (Middle) <b>GORRE ELVIRA BULAWAN</b>	5. SALARY ₱ _____
3. DATE OF FILING <u>April 19, 2022</u>	4. POSITION <u>Admin. Assistant II</u>	

### 6. DETAILS OF APPLICATION

#### 6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)
- ☒ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: \_\_\_\_\_

#### 6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines \_\_\_\_\_
- ☐ Abroad (Specify) \_\_\_\_\_

In case of Sick Leave:

- ☐ In Hospital (Specify Illness) \_\_\_\_\_
- ☐ Out Patient (Specify Illness) \_\_\_\_\_

In case of Special Leave Benefits for Women:

(Specify Illness) \_\_\_\_\_

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

#### 6.C NUMBER OF WORKING DAYS APPLIED FOR

3 days

INCLUSIVE DATES

April 20-22, 2022

#### 6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

[Signature]  
(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of \_\_\_\_\_

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA C. BIBERA, Adm. Officer II  
(Authorized Officer)

#### 7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

ELIZA D. ESPINOSA, Director, ITEEM  
(Authorized Officer)

#### 7.C APPROVED FOR:

- \_\_\_\_\_ days with pay
- \_\_\_\_\_ days without pay
- \_\_\_\_\_ others (Specify)

#### 7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN, President  
(Authorized Official)