

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

Stamp of Date of Receipt

#### **APPLICATION FOR LEAVE**

DoPAC LINA	VIVIAN P.			
DATE OF FILING April 20, 2022 4. POSITION Ins	structor 1			
6. DETAILS OF A	APPLICATION			
TYPE OF LEAVE TO BE AVAILED OF	6.B DETAILS OF LEAVE			
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	In case of Vacation/Special Privilege Leave:			
Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Within the Philippines			
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Abroad (Specify)			
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)	In case of Sick Leave:			
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)	In Hospital (Specify Illness)			
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Out Patient (Specify Illness)			
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)	a principa ca ya baluprine od blue ta Brabille na "hi bulova.			
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	In case of Special Leave Benefits for Women:			
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)	(Specify Illness)			
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	depend of the second of the se			
Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)	In case of Study Leave:			
Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)	Completion of Master's Degree			
Adoption Leave (R.A. No. 8552)	BAR/Board Examination Review			
	Other purpose:			
Others:	Monetization of Leave Credits			
way to manage a sale testo to an early sale to a sale sale to the property of the	Terminal Leave			
NUMBER OF WORKING DAYS APPLIED FOR	6.D COMMUTATION			
4 days	Not Requested .			
INCLUSIVE DATES	Requested Www			
May 4,5,6 & 10, 2022	VIVIAN P. LINA			
betaethe entit to abtomic excellent teorial po board sometime.	(Signature of Applicant)			
7. DETAILS OF ACTIO	N ON APPLICATION			
CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION			
As of	For approval			
Vacation Leave Sick Leave	For disapproval due to			
Total Earned Less this application	- 0/			
Balance	alline			
	ELIZABETH S. QUEVEDO			
REGINA BIBERA, Adm. Officer II	Office/Dept./Unit			
(Authorized Officer)	(Authorized Officer)			
APPROVED FOR:	7.D DISAPPROVED DUE TO:			
days with pay days without pay				
uays willout pay				
others (Specify)				



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

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## APPLICATION FOR LEAVE

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for all as days arrays travers at betroom 1 6. DETAIL	S OF APPLICATION
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.  Solo Parent Leave (RA 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 (RA No. 9262 / CSC MC No. 15, s. 2005)  Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2  Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as ame Adoption Leave (RA No. 8552)	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:
NUMBER OF WORKING DAYS APPLIED FOR  1 day INCLUSIVE DATES April 22, 2022	6.D COMMUTATION  Not Requested  Requested  VIVIAN P. LINA  (Signature of Applicant)
7. DETAILS	OF ACTION ON APPLICATION
As of Vacation Leave Sick Leave	7.B RECOMMENDATION  For approval  For disapproval due to
Total Earned  Less this application  Balance  REGINA BIBERA, Adm. Officer II	ELIZABETH S. QUEVEDO Office/Dept./Unit (Authorized Officer)
(Authorized Officer)  7.C APPROVED FOR:  days with pay days without pay others (Specify)	7.D DISAPPROVED DUE TO:  DGARDO E. TULIN President  (Authorized Official)



### OFFICE OF THE VICE PRESIDENT FOR ACADEMIC

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7106; Local 1003 Email Address: ovpaa@vsu.edu.ph Website: www.vsu.edu.ph

### ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Lessage Name of Faculty  ALLAN A. RAMAL		<b>Department</b> DoPAC		Date of Filing
				April 20, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrange	ment for classes missed/ to be missed
Chem 148.2 – Analytical Chemistry 2 ( 2 sections)	13:00-16:00 MW 10:00-13:00 MW	20 24	Conduct classes even if on leave	
Chem 148n – Analytical Chemistry 2 ( 2 sections)	8:30-10:00 TTh 8:30-10:00 MW	20 24		
Chem 194 – Analytical Chemistry C3 ( 2 sections)	10:00-11:00 W 11:00-12:00 W	21 22		
Reason(s) of: Farm damage repair  a. Leave: Date(s)VacationSickothers (Pls. specify)	& cleaning the house	b. Travel:	Date(s)	
April 18,19,20,21 & 22, 2022 Conforme:		Р	repared by	xfm/
Name & Signature of person taking over the classes(s)	er		Name & Sig	CHAN A. RAMAL  gnature of Instructor/Professor

<sup>\*</sup>to be accomplished in 2 copies