



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

| <b>1. OFFICE/DEPARTMENT</b><br>Office of the Vice President<br>for Academic Affairs   | <b>2. NAME :</b> (Last) (First) (Middle)<br>FLORENDO, ALFREDO DAGONDON JR. |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
|---|--|-------------------------|--|----------------|------------|--------------|--|--|-----------------------|--|--|---------|--|--|
| <b>3. DATE OF FILING</b> January 3, 2022  | <b>4. POSITION</b> Administrative Aide III                                 | <b>5. SALARY</b> ₱ 0.00 |  |                |            |              |  |  |                       |  |  |         |  |  |
| <b>6. DETAILS OF APPLICATION</b>  |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b><br/><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)<br/><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)<br/><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)<br/><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)<br/><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input checked="" type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)<br/><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)<br/><input type="checkbox"/> Adoption Leave (R.A. No. 8552)<br/><br/>Others: _____</div><div style="flex: 1; padding: 5px;"><b>6.B DETAILS OF LEAVE</b><br/><br/><i>In case of Vacation/Special Privilege Leave:</i><br/>Within the Philippines _____<br/>Abroad (Specify) _____<br/><br/><i>In case of Sick Leave:</i><br/>In Hospital (Specify Illness) _____<br/>Out Patient (Specify Illness) _____<br/><br/><i>In case of Special Leave Benefits for Women:</i><br/>(Specify Illness) _____<br/><br/><i>In case of Study Leave:</i><br/>Completion of Master's Degree<br/>BAR/Board Examination Review<br/><br/><i>Other purpose:</i><br/>Monetization of Leave Credits<br/>Terminal Leave</div></div> |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b><br/><u>4 days</u><br/>INCLUSIVE DATES<br/><u>December 27, 28, 29 and 31</u></div><div style="flex: 1; padding: 5px;"><b>6.D COMMUTATION</b><br/>Not Requested<br/>Requested <u>ALFREDO D. FLORENDO JR.</u><br/>(Signature of Applicant)</div></div>   |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>  |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>7.A CERTIFICATION OF LEAVE CREDITS</b><br/>As of _____<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><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></tbody></table><br/><div style="text-align: center;"><b>REGINA BIBERA, Adm. Officer II</b><br/>_____<br/>(Authorized Officer)</div></div><div style="flex: 1; padding: 5px;"><b>7.B RECOMMENDATION</b><br/>For approval<br/>For disapproval due to _____<br/><br/><div style="text-align: center;"><b>BEATRIZ S. BELONIAS</b><br/>VP/Office of the Vice President for Academic Affairs<br/>_____<br/>(Authorized Officer)</div></div></div>   |  |                         |  | Vacation Leave | Sick Leave | Total Earned |  |  | Less this application |  |  | Balance |  |  |
|   | Vacation Leave   | Sick Leave              |  |                |            |              |  |  |                       |  |  |         |  |  |
| Total Earned  |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| Less this application   |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| Balance   |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>7.C APPROVED FOR:</b><br/><u>4</u> day with pay<br/>_____ days without pay<br/>_____ others (Specify)</div><div style="flex: 1; padding: 5px;"><b>7.D DISAPPROVED DUE TO:</b><br/>_____<br/>_____<br/>_____</div></div> <div style="text-align: center; margin-top: 20px;"><b>EDGARDO E. TULIN</b><br/>President<br/>_____<br/>(Authorized Official)</div>   |  |                         |  |                |            |              |  |  |                       |  |  |         |  |  |