

## 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)
Dept.of Business and Management PEÑ	ALOSA BERT CUTOB
3. DATE OF FILING January 3, 2022	ctor I 5. SALARY
6. DETAILS OF A	PPLICATION
6.A 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)  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 (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. No. 292)  Special Leave Benefits for Women (RA 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)	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
Calamity Leave	Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR  . 5 days  INCLUSIVE DATES	6.D COMMUTATION  Not Requested  Requested  (Signature of Applicant)
7. DETAILS OF ACTION	ON APPLICATION
7.A CERTIFICATION OF LEAVE CREDITS  As of	7.B RECOMMENDATION  For approval  For disapproval due to
REGINA BIBERA, Am. Officer II (Authorized Officer)	MOISES NEIL V. SERIÑO  Dean, CME  (Authorized Officer)
C.C APPROVED FOR:  days with pay  days without pay others (Specify)	7.D DISAPPROVED DUE TO:
EDGARDO E. T President	ULIN
(Authorized Off	icial)