

#### 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)		
Office of the Dean of Students		Alkuino Pedro Olleras		
3. DATE OF FILING January 3, 2022	_4. POSITION _	Administrative Aide III 5. SALARY		
6. DETAILS OF APPLICATION				
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)		In case of Vacation/Special Privilege Leave:		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Within the Philippines		
V 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)				
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implement	ting E.O. No. 292)	In case of Special Leave Benefits for Women:		
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 16	i, s. 2005)	(Specify Illness)		
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		A STATE OF THE STA		
Special Leave Benefits for Women (RA No. 97				
Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)		Completion of Master's Degree  BAR/Board Examination Review		
Adoption Leave (R.A. No. 8552)				
Others:		Other purpose:  Monetization of Leave Credits		
Others.		Terminal Leave		
6.C. NUMBER OF WORKING DAYS APPLIED FOR		6.D COMMUTATION		
		Not Requested		
Four Days INCLUSIVE DATES		Requested		
December 27-29 & 31, 2021		affennesso		
December 27 27 to 51, 2021		(Signature of Applicant)		
7. DETAILS OF ACTION ON APPLICATION				
7.A CERTIFICATION OF LEAVE CREDITS		7.B RECOMMENDATION		
As of		For approval		
Vacation Leave	Sick Leave	For disapproval due to		
Total Earned  Less this application				
Balance		Modellet		
		MANOLO B. LORETO, JR.		
REGINA BIBERA, Adm. C (Authorized Officer)		Dean of Students (Authorized Officer)		
p toutonized outcomes,				
7.C APPROVED FOR:		7.D DISAPPROVED DUE TO:		
days with pay days without pay				
others (Specify)				
EDGARDO E. TULIN				
President				
(Authorized Official)				



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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)	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)				
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  BAR/Board Examination Review			
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Vacation Leave Sick Leave	For disapproval due to			
Total Earned Less this application				
Balance	Mouth			
	MANOLO B. LORETO, JR.			
REGINA BIBERA, Adm. Officer II (Authorized Officer)				
(Additionated Officer)	(/ Mariot 255 Cinesi)			
7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:			
days with pay days without pay				
others (Specify)				
EDGARDO E. TULIN				
President				
(Authorized Official)				



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Balance	- Malbla			
REGINA BIBERA, Adm. Officer II	MANOLO B. LORETO, JR.  Dean of Students			
(Authorized Officer)	(Authorized Officer)			
7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:			
days with pay	7.B BIONT NOVEB BOLTO.			
days without pay others (Specify)				
otriers (Specify)	:0			
	10			
EDGARDO E. TULIN President				
(Authorized Official)				