



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>OHRA</b>	2. NAME : (Last) <b>MIRAFLORE</b> (First) <b>MARIA ROBERTA</b> (Middle) <b>S.</b>
3. DATE OF FILING <u>April 21, 2022</u>	4. POSITION <u>Administrative Officer II</u> 5. SALARY <u>₱</u>

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF  <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  <i>Others: Calamity Leave</i>	6.B DETAILS OF LEAVE  <i>In case of Vacation/Special Privilege Leave:</i>  Within the Philippines _____ Abroad (Specify) _____  <i>In case of Sick Leave:</i>  In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ _____  <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ _____  <i>In case of Study Leave:</i>  Completion of Master's Degree BAR/Board Examination Review  <i>Other purpose:</i>  Monetization of Leave Credits Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR  <u>3-5 days</u> INCLUSIVE DATES <u>April 27-29, May 6 &amp; 10, 2022</u>	6.D COMMUTATION  Not Requested Requested  <div></div> (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS  As of _____ <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><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></table> <div><b>REGINA C. BIBERA</b> (Authorized Officer/Admin. Officer II)</div>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION  For approval For disapproval due to _____ _____ _____  <div><b>RYSAN C. GUINOCOR</b> (Authorized Officer)</div>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR:  _____ days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO:  _____ _____ _____												
<div><b>EDGARDO E. TULIN</b> President (Authorized Official)</div>													