



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

Stamp of Date of Receipt

Copy

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
Advanced Research and Innovation Center	CARDAÑO	CHINELO	M.
3. DATE OF FILING	May 4, 2022	4. POSITION	Instructor I
5. SALARY			

### 6. DETAILS OF APPLICATION

#### 6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ 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)

Others:

#### 6.B DETAILS OF LEAVE

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

Terminal Leave

#### 6.C NUMBER OF WORKING DAYS APPLIED FOR

1 day

INCLUSIVE DATES

May 10, 2022

#### 6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA BIBERA, Am. Officer II

(Authorized Officer)

#### 7.B RECOMMENDATION

For approval

For disapproval due to

MA. THERESA P. LORETO

Director, ARI Center

(Authorized Officer)

#### 7.C APPROVED FOR:

days with pay  
days without pay  
others (Specify)

#### 7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN  
President

(Authorized Official)

**DAILY TIME RECORD****CARDAÑO, CHINELO M.**

(NAME)

For the month of  
May 1 - 31, 2022Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:49	12:00	1:00	5:12		8hrs
3-TUE						Holiday
4-WED	8:00	12:00	12:56	5:09		8hrs
5-THU	7:55	12:21	1:00	5:03		8hrs
6-FRI	7:57	12:03	12:49	5:08		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED	7:52	12:23	12:55	5:10		8hrs
12-THU	7:57	12:15	12:55	5:19		8hrs
13-FRI	7:54	12:22	12:40	5:01		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:48	12:08	12:50	5:09		8hrs
17-TUE						Absent
18-WED	7:52	12:26	12:50	5:10		8hrs
19-THU	7:55	12:02	12:52	5:12		8hrs
20-FRI	7:48	12:17	12:50	5:09		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:47	12:04	12:47	5:01		8hrs
24-TUE	7:51	12:10	12:58	5:05		8hrs
25-WED	7:49	12:13	12:37	5:20		8hrs
26-THU	7:50	12:08	12:53	5:03		8hrs
27-FRI	7:47	12:19	1:00	5:12		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:54	12:04	1:00	5:54		8hrs
31-TUE	7:47	12:03	12:50	5:09		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.



**CHINELO M. CARDAÑO**

VERIFIED as to prescribed office hours



**MA. THERESA P. LORETO**

Department Head  
Advanced Research and Innovation Center

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