



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Cash Office	2. NAME : (Last) (First) (Middle) ATUPAN QUEEN-EVER YURANGO														
3. DATE OF FILING <u>July 21, 2022</u>	4. POSITION <u>Sup. Admin. Officer</u>	5. SALARY <u>69,963.00</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 checked="" type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. 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 (R.A. 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 (R.A. No. 9710/CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____		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 Other purpose: _____ <input type="checkbox"/> Monetization of Leave Credits Terminal Leave													
6.C. NUMBER OF WORKING DAYS APPLIED FOR <u>3 days</u> INCLUSIVE DATES <u>August 01 - 03, 2022</u>		6.D. COMMUTATION Not Requested Requested <div style="text-align: right;"> QUEEN-EVER Y. ATUPAN (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A. CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Vacation Leave</th> <th style="width: 25%;">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> <div style="text-align: right;"> REGINA BIBERA, Adm. Officer II (Authorized Officer) </div>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B. RECOMMENDATION For approval For disapproval due to _____ <div style="text-align: right;"> RYSAN C. GUINOCOR (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: _____ _____ _____													
EDGARDO E. TULIN President _____ (Authorized Official)															