Civil Service Form No. 6
Revised 2020

**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) |
|---|---|---|---|---|
| CASH OFFICE | | ATUPAN | QUEEN-EVER | YURANGO |

| 3. DATE OF FILING | Oct. 24, 2022 | 4. POSITION SUPERVISING ADMINISTRATIVE OFFICER | 5. SALARY P 69,963.00 |
|---|---|---|---|

## 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. 1996, 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

one (1) day

INCLUSIVE DATES

10/21/2022

### 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, Adm. Officer II**

(Authorized Officer)

### 7.B RECOMMENDATION

- [✓] For approval
- [ ] For disapproval due to _____

**RYSAN C. GUINOCOR**
**Director for Administrative Services**

(Authorized Officer)

### 7.C APPROVED FOR:

___1___ days with pay
_____ days without pay
_____ others (Specify)

### 7.D DISAPPROVED DUE TO:

_____

**EDGARDO E. TULIN**
**President**

(Authorized Official)