





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 DIVISION		CALUNANGAN FE CRUZA													
3. DATE OF FILING April 28, 2022		4. POSITION Admin. Aide IV													
6. DETAILS OF APPLICATION															
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE													
<input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		In case of Vacation/Special Privilege Leave:													
<input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Within the Philippines													
<input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Abroad (Specify)													
<input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)		In case of Sick Leave:													
<input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)		In Hospital (Specify Illness)													
<input checked="" type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Out Patient (Specify Illness)													
<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)		In case of Special Leave Benefits for Women:													
<input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)		(Specify Illness)													
<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)		In case of Study Leave:													
<input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)		Completion of Master's Degree													
<input type="checkbox"/> Adoption Leave (R.A. No. 8552)		BAR/Board Examination Review													
Others:		Other purpose:													
		Monetization of Leave Credits													
		Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR:		6.D COMMUTATION													
One (2) day only		Not Requested													
INCLUSIVE DATES		Requested													
March 8, 2022		 (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS		7.B RECOMMENDATION													
As of		For approval													
		For disapproval due to													
<table border="1" style="width:100%"><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>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance				
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
REGINA BIBERA, Adm. Officer II (Authorized Officer)		QUEEN-EVERY ATUPAN (Authorized Officer)													
7.C APPROVED FOR:		7.D DISAPPROVED DUE TO:													
_____ days with pay		_____													
_____ days without pay		_____													
_____ others (Specify)		_____													
 EDGARDO E. TULIN President (Authorized Official)															