



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT: Office of the Vice Pres for Academic Affairs		2. NAME: (Last) VALENZONA		(First) ERLINDA		(Middle) SANTIAGO	
3. DATE OF FILING January 03, 2022		4. POSITION Admin Asst II		5. SALARY		6. DETAILS OF APPLICATION	
6.A TYPE OF LEAVE TO BE AVAILABLE OF		6.B DETAILS OF LEAVE					
☐ 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 (RA No. 11210 / IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (RA 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) ☐ Ten-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:		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) _____ 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		6.D COMMUTATION					
Four (4) Days INCLUSIVE DAYS January 05-06 & 13-14, 2022		Not Requested Requested					
7. DETAILS OF ACTION ON APPLICATION							
7.A CERTIFICATION OF LEAVE CREDITS		7.B RECOMMENDATION					
AS OF _____ Vacation Leave _____ Sick Leave _____ Less this application _____ Total Earned _____ Balance _____		REGINA C. BIBERA Administrative Officer II (Authorized Officer)					
7.C APPROVED FOR		7.D DISAPPROVED DUE TO					
day(s) with pay _____ day(s) without pay _____ others (specify) _____		EDGARDO E. TULIN President (Authorized Official)					