

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

Stamp of Date of Receipt

# **APPLICATION FOR LEAVE**

OFFICE/DEPARTMENT 2. NA	ME: (Last)	(First)	(Middle)		
Office of the Dean of Students	Luna	Meriam	Martinez		
3. DATE OF FILINGDec. 27, 2021	SITIONAdmi	nistrative Aide III	5. SALARY		
6. DETAILS OF APPLICATION					
6.A TYPE OF LEAVE TO BE AVAILED OF	6	B DETAILS OF LEAVE			
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		In case of Vacation/Spe	ecial Privilege Leave:		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Within the Philippine	es		
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Abroad (Specify)			
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)		In case of Sick Leave:			
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)		In Hospital (Specify I	liness)		
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Out Patient (Specify	Illness)		
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)		In case of Special Leav	e Benefits for Women:		
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)		(Specify Illness)			
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implement					
Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)		In case of Study Leave:			
Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)		Completion of Master's Degree			
Adoption Leave (R.A. No. 8552)		BAR/Board Examina	tion Review		
200		Other purpose:			
Others:		Monetization of Leave	e Credits		
S.L.P.		Terminal Leave			
6.C NUMBER OF WORKING DAYS APPLIED FOR	6.1	D COMMUTATION			
One Day		Not Requested			
INCLUSIVE DATES		Requested	01		
December 29, 2021			all		
			ure of Applicant)		
7. DETAILS OF ACTION ON APPLICATION					
7.A CERTIFICATION OF LEAVE CREDITS	7.E	RECOMMENDATION			
As of		For approval			
Vacation Leave Sic	k Leave	For disapproval due to	0		
Less this application					
Balance			Multi		
REGINA BIBERA, Adm. Officer II			OLO B. LORETO, JR.		
(Authorized Officer)			ean of Students thorized Officer)		
		× 373			
7.C APPROVED FOR:  days with pay	7.0	DISAPPROVED DUE	TO:		
days without pay					
others (Specify)					
For: Mandolut					
	EDGARDO E. TULIN President				
(Authorized Official)					
(Authorized Official)					



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

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## APPLICATION FOR LEAVE

Office of the Dean of Students  Luna Meriam Martinez  3. DATE OF FILING January 3, 2022  4. POSITION Administrative Aide III 5. SALARY  6. DETAILS OF APPLICATION	_				
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As well county At the present of the					
6.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE					
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  In case of Vacation/Special Privilege Leave:					
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  Within the Philippines					
▼ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  Abroad (Specify)					
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)  In case of Sick Leave:					
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)  In Hospital (Specify Illness)					
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  Out Patient (Specify Illness)					
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)					
The state of the s	In case of Special Leave Benefits for Women:				
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) (Specify Illness)	<del></del>				
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)					
	In case of Study Leave:				
	Completion of Master's Degree				
	BAR/Board Examination Review				
Other purpose:  Monetization of Leave Credits					
Others: Monetization of Leave Credits  Terminal Leave					
6.C NUMBER OF WORKING DAYS APPLIED FOR 6.D COMMUTATION					
	Not Requested				
INCLUSIVE DATES Requested					
December 31, 2021 (Signature of Applicant)					
7. DETAILS OF ACTION ON APPLICATION					
7.A CERTIFICATION OF LEAVE CREDITS 7.B RECOMMENDATION					
As of For approval/	- 1				
Vacation Leave Sick Leave For disapproval due to					
Total Earned					
Less this application Balance	_				
MANOLO B. LORETO, JR.	_				
REGINA BIBERA, Adm. Officer II Dean of Students					
(Authorized Officer) (Authorized Officer)					
7.C APPROVED FOR: 7.D DISAPPROVED DUE TO:					
days with pay days without pay	-				
days without pay others (Specify)					
for: Madelint					
EDGARDO E. TULIN President					
(Authorized Official)					



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

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### **APPLICATION FOR LEAVE**

OFFICE/DEPARTMENT	2. NAME : (I	Last) (First) (Middle)			
Office of the Dean of Students		Tauy Christie Cyrene Taganas			
3. DATE OF FILING January 3, 2022	4. POSITION	Guidance Counselor 5. SALARY			
6. DETAILS OF APPLICATION					
6.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE					
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		In case of Vacation/Special Privilege Leave:			
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Within the Philippines			
X Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Abroad (Specify)			
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)		In case of Sick Leave:			
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)		In Hospital (Specify Illness)			
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		X Out Patient (Specify Illness)			
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s.					
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		In case of Special Leave Benefits for Women:			
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Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibu	is Rules Implementing E.O. No. 292	)			
Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)		In case of Study Leave:			
Special Emergency (Calamity) Leave (CSC	MC No. 2, s. 2012, as amended)	Completion of Master's Degree			
Adoption Leave (R.A. No. 8552)		BAR/Board Examination Review			
		Other purpose:			
Others:		Monetization of Leave Credits			
		Terminal Leave			
6.C NUMBER OF WORKING DAYS APPLIE	DFOR	6.D COMMUTATION			
one day		Not Requested			
INCLUSIVE DATES		Requested			
December 31, 2022		(Signature of Applicant)			
7. DETAILS OF ACTION ON APPLICATION					
7.A CERTIFICATION OF LEAVE CREDITS		For approval			
As ofVacation Leave	Sick Leave	For disapproval due to			
Total Earned					
Less this application  Balance		CALULT			
Balarico		MANOLO B. LORETO, JR.			
REGINA BIBERA, Adm. Officer II		Dean of Students			
(Authorized Office	er)	(Authorized Officer)			
7.C APPROVED FOR:		7.D DISAPPROVED DUE TO:			
days with pay days without pay					
days without pay others (Specify)					
- Com Markhant					
EDGARDO E. TULIN					
President					
(Authorized Official)					