

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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

Cash Office	VALE	NZONA VALER	E CIRCUL	ADO	
DATE OF FILING June 22, 2022 4.	POSITION	Admin. Aide IV	_ 5. SALARY _	14,993.00	
agont it any.	DETAILS O	F APPLICATION	ual five-day vacation las	nnA	
A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEA	6.B DETAILS OF LEAVE		
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		In case of Vacation	In case of Vacation/Special Privilege Leave:		
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		92) Within the Philip	Within the Philippines		
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Abroad (Specify	Abroad (Specify)		
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)		In case of Sick Lea	In case of Sick Leave:		
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1996, as amended)		In Hospital (Spe	In Hospital (Specify Illness)		
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)		Out Patient (Sp	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.	In case of Special	In case of Special Leave Benefits for Women:			
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 200	(Specify Illness)	(Specify Illness)			
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules In	nplementing E.O. No. 292	elocation of Maternity Letive Cri	1 to applied beneating	A =	
Special Leave Benefits for Women (RA No. 9710 / CSC	In case of Study Le	In case of Study Leave:			
Special Emergency (Calamity) Leave (CSC MC No. 2)	Completion of N	Completion of Master's Degree			
Adoption Leave (R.A. No. 8552)		BAR/Board Exa	BAR/Board Examination Review		
12. Epecial Emergency (Calamity) leave – up to 5 days  The special emergency leave can be applied to careful.  (5) stought working days or staggered basis within thirty (5) available.		Other purpose:	Other purpose:  Monetization of Leave Credits  Terminal Leave		
		Monetization of			
		Terminal Leave			
INCLUSIVE DATES June 21, 2022		Requested VALI	ERIE C. VALENZOI		
7. DET	AILS OF ACT	ON ON APPLICATION	nom 2 of ou - 'excel vi	ufS A	
.A CERTIFICATION OF LEAVE CREDITS	13. 1	7.B RECOMMENDAT	TION	8 .	
As of		For approval			
Vacation Leave	Sick Leave *	For disapproval	due to		
Total Earned Less this application	The Contract	to nego ylos <del>toomic to sone</del>	the 11 best on limit	1 -	
Balance		-	100		
	Year	der 1990) obseinad from tee bern	117 7/7/3		
REGINA BIBERA, Adm. Officer II			QUEEN-EVER Y. ATUPAN		
(Authorized Officer)	Jisoo ari	not yet issued by the bereingsy or	(Authorized Officer)	3	
C APPROVED FOR:	,098 art	7.D DISAPPROVED	DUE TO:		
days with pay days without pay					
others (Specify)		Calendar days or mote and terral	Q yard so expects to se	ol 7047.	
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		1. 7/7/22			
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