



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <div style="text-align: center;">BIOTECHNOLOGY</div>		2. NAME : (Last) (First) (Middle) <div style="text-align: center;">RAMONEDA KYZA MAE M.</div>															
3. DATE OF FILING <u>April 26, 2022</u>		4. POSITION <u>Instructor I</u>		5. SALARY _____													
6. DETAILS OF APPLICATION																	
6.A TYPE OF LEAVE TO BE AVAILED OF <div style="margin-bottom: 5px;"><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Paternity Leave (R.A. No. 8167 / CSC MC No. 71, s. 1996, as amended)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</div> <div style="margin-top: 10px;"><u>Others:</u> _____</div>			6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ _____ <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review <i>Other purpose:</i> Monetization of Leave Credits Terminal Leave														
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>5 days</u> INCLUSIVE DATES <u>April 27-28 & May 2, 4-5, 2022</u>			6.D COMMUTATION Not Requested Requested _____ <div style="text-align: right; margin-top: 10px;"> (Signature of Applicant)</div>														
7. DETAILS OF ACTION ON APPLICATION																	
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">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> <div style="text-align: center; margin-top: 20px;">REGINA BIBERA, Adm. Officer II _____ (Authorized Officer)</div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval For disapproval due to _____ _____ <div style="text-align: right; margin-top: 20px;"> MA. THERESA P. LORETO Dean, CAS _____ (Authorized Officer)</div>		
	Vacation Leave	Sick Leave															
Total Earned																	
Less this application																	
Balance																	
7.C APPROVED FOR: <div style="margin-bottom: 5px;"><u>2</u> days with pay</div> <div style="margin-bottom: 5px;">_____ days without pay</div> <div style="margin-bottom: 5px;">_____ others (Specify)</div>			7.D DISAPPROVED DUE TO: _____ _____ _____														
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"> EDGARDO E. TULIN President _____ (Authorized Official)</div><div style="text-align: center;">_____</div></div>																	