Civil Service Form No. 6
Revised 2020

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 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/Special Privilege Leave:*
☐ Mandatory/Forced Leave (Sec.25, Rule XVI, Omnibus Rules Implementing EO No. 292)	Within the Philippines _____
☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	Abroad (specify) _____
☐ Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS)	*In case of Sick Leave:*
☐ Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended	In Hospital (specify illness) _____
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing EO No. 292)	Out Patient (specify illness)_____
☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)	*In case of Special Leave Benefits for Women:*
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)	(Specify) _____
☐ Ten-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005)	*In case of Study Leave:*
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing EO No. 292)	Completion of Master's Degree
☐ Special Leave Benefits for Women (RA No. 9710/CSC MC No. 25, s.2010)	BAR/Board Examination Review
☑ Special Emergency/Calamity Leave (CSC MC No. 2, s. 2012, as amended)	*Other purpose:*
☐ Adoption Leave (R.A. No. 8552)	Monetization of Leave Credits
☐ *Others:* _____	Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR: One (1) Day INCLUSIVE DAYS December 23, 2021	6.D COMMUTATION Not Requested Requested _____ (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS			7.B RECOMMENDATION
AS OF _____			For approval
	Vacation Leave	Sick Leave	For disapproval due to _____
Total Earned	_____	_____	_____
Less this application	_____	_____	_____
Balance	_____	_____	
REGINA C. BIBERA Administrative Officer II (Authorized Officer)			**BEATRIZ S. BELONIAS** Vice President for Academic Affairs (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)