
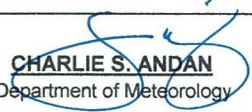




Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

| | | | | | | | | | | | | | | |
|---|--|------------|--|----------------|------------|---------------------|--|--|------------------------------|--|--|----------------|--|--|
| 1. OFFICE/DEPARTMENT Department of Meteorology | 2. NAME : (Last) (First) (Middle) Abanera Felix C. | | | | | | | | | | | | | |
| 3. DATE OF FILING <u>16-Nov-22</u> 4. POSITION <u>Admin Staff</u> | | | | | | | | | | | | | | |
| 6. DETAILS OF APPLICATION | | | | | | | | | | | | | | |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;">6.A TYPE OF LEAVE TO BE AVAILED OF <div style="margin-top: 5px;"><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <i>Others:</i> <u>Monetization of leave credit</u></div></div><div style="flex: 1; padding: 5px;">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</div></div> | | | | | | | | | | | | | | |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;">6.C NUMBER OF WORKING DAYS APPLIED FOR <u>20 days</u> INCLUSIVE DATES</div><div style="flex: 1; padding: 5px;">6.D COMMUTATION Not Requested Requested <u></u> (Signature of Applicant)</div></div> | | | | | | | | | | | | | | |
| 7. DETAILS OF ACTION ON APPLICATION | | | | | | | | | | | | | | |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;">7.A CERTIFICATION OF LEAVE CREDITS As of _____<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">Sick Leave</td></tr><tr><td><i>Total Earned</i></td><td></td><td></td></tr><tr><td><i>Less this application</i></td><td></td><td></td></tr><tr><td><i>Balance</i></td><td></td><td></td></tr></table> HONEY SOFIA V. COLIS OIC Director, ODHRM</div><div style="flex: 1; padding: 5px;">7.B RECOMMENDATION For approval For disapproval due to _____ <div style="text-align: center; margin-top: 20px;"><u></u> CHARLIE S. ANDAN Head, Department of Meteorology</div></div></div> | | | | Vacation Leave | Sick Leave | <i>Total Earned</i> | | | <i>Less this application</i> | | | <i>Balance</i> | | |
| | Vacation Leave | Sick Leave | | | | | | | | | | | | |
| <i>Total Earned</i> | | | | | | | | | | | | | | |
| <i>Less this application</i> | | | | | | | | | | | | | | |
| <i>Balance</i> | | | | | | | | | | | | | | |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;">7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)</div><div style="flex: 1; padding: 5px;">7.D DISAPPROVED DUE TO: _____ _____ _____</div></div> <div style="text-align: center; margin-top: 20px;">EDGARDO E. TULIN President</div> | | | | | | | | | | | | | | |