



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last) (First) (Middle)													
ISRDS GALGO, CHRISTOPHER JR. RATILLA														
3. DATE OF FILING <u>January 5, 2022</u>	4. POSITION <u>Instructor I</u>	5. SALARY _____												
6. DETAILS OF APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">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)</div><div style="margin-top: 5px;"><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div><div style="margin-top: 5px;"><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div><div style="margin-top: 5px;"><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div><div style="margin-top: 5px;"><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div><div style="margin-top: 5px;"><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div><div style="margin-top: 5px;"><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div><div style="margin-top: 5px;"><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</div><div style="margin-top: 10px;">Others: _____</div></div><div style="width: 48%;">6.B DETAILS OF LEAVE <div style="margin-top: 5px;"><i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Residence</u> Abroad (Specify, _____)</div><div style="margin-top: 5px;"><i>In case of Sick Leave:</i> In Hospital (Specify Illness, _____) Out Patient (Specify Illness, _____)</div><div style="margin-top: 10px;"><i>In case of Special Leave Benefits for Women:</i> (Specify Illness, _____)</div><div style="margin-top: 10px;"><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>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">6.C NUMBER OF WORKING DAYS APPLIED FOR <u>2</u> INCLUSIVE DATES <u>January 6-7, 2022</u></div><div style="width: 48%;">6.D COMMUTATION Not Requested Requested <input checked="" type="checkbox"/> <div style="text-align: right; margin-top: 10px;"> (Signature of Applicant)</div></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">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>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="margin-top: 10px; text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</div></div><div style="width: 48%;">7.B RECOMMENDATION For approval _____ For disapproval due to: _____ <div style="text-align: right; margin-top: 10px;"> LILIAN B. NUÑEZ (Authorized Officer)</div></div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____</div><div style="width: 48%;">7.D DISAPPROVED DUE TO: _____ _____</div></div> <div style="text-align: center; margin-top: 20px;"> EDGARDO E. TULIN President (Authorized Official)</div>														