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

APPLICATION FOR LEAVE

Stamp of Date of Receipt

1. OFFICE/DEPARTMENT	2. NAME :		(Last)	(First)	(Middle)
Department of Agronomy			Villacia	Fabian Hide M	P

3. DATE OF FILING 11-26-21	4. POSITION Farm Aide III	5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines _____
- ☐ Abroad (Specify) _____

In case of Sick Leave:
- ☐ In Hospital (Specify Illness) _____
- ☐ Out Patient (Specify Illness) _____

In case of Study Leave:
- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:
- ☐ Monetization of Leave Credits
- ☐ Terminal Leave

In case of Special Leave Benefits for Women:
(Specify Illness) _____

6.C NUMBER OF WORKING DAYS APPLIED FOR

1/2

INCLUSIVE DATES

11-26-21

6.D COMMUTATION
- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

REGINA BIBERA, Adm. Officer II
(Authorized Officer)

7.B RECOMMENDATION
- ☐ For approval
- ☐ For disapproval due to _____

ULYSSES A. CAGASAN
Office/Dept./Unit
(Authorized Officer)

7.C APPROVED FOR:
- _____ days with pay
- _____ days without pay
- _____ others (Specify)

7.D DISAPPROVED DUE TO:
_____

EDGARDO E. TULIN
President
(Authorized Official)