



Republic of the Philippines  
Visayas State University  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

|                                 |                                                                  |                                 |                                |           |
|---------------------------------|------------------------------------------------------------------|---------------------------------|--------------------------------|-----------|
| 1. OFFICE/DEPARTMENT<br>NCR - V | 2. NAME :<br>(Last) LACITAO<br>(First) JERREL ANN<br>(Middle) L. | 3. DATE OF FILING<br>APRIL 2022 | 4. POSITION<br>Sci. Res. Asst. | 5. SALARY |
|---------------------------------|------------------------------------------------------------------|---------------------------------|--------------------------------|-----------|

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| 6. DETAILS OF APPLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6.A TYPE OF LEAVE TO BE AVAILABLE OF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6.B DETAILS OF LEAVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Others:</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> | <p>In case of Vacation/Special Privilege Leave:</p> <p>Within the Philippines</p> <p>Abroad (Specify)</p> <p>In case of Sick Leave:</p> <p>In Hospital (Specify Illness)</p> <p>Out Patient (Specify Illness)</p> <p>In case of Special Leave Benefits for Women:</p> <p>(Specify Illness)</p> <p>In case of Study Leave:</p> <p>Completion of Master's Degree</p> <p>BAR/Board Examination Review</p> <p>Other purpose:</p> <p>Monetization of Leave Credits</p> <p>Terminal Leave</p> |
| 6.C NUMBER OF WORKING DAYS APPLIED FOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6.D COMMUTATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>5 days</p> <p>INCLUSIVE DATES</p> <p>APRIL 18, 19, 20, 21 &amp; 22, 2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Requested</p> <p>Not Requested</p> <p>(Signature of Applicant)</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| 7. DETAILS OF ACTION ON APPLICATION                                                                                                                                                                                   |                    |  |                       |  |         |  |                                                                                                          |
| 7.A CERTIFICATION OF LEAVE CREDITS                                                                                                                                                                                    | 7.B RECOMMENDATION |  |                       |  |         |  |                                                                                                          |
| <p>As of</p> <table border="1"> <tr> <td>Total Earned</td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> </tr> </table> <p>Vacation Leave</p> <p>Sick Leave</p> | Total Earned       |  | Less this application |  | Balance |  | <p>For approval</p> <p>For disapproval due to</p> <p>(Authorized Officer)</p> <p>Jedi Joy S. Mahilum</p> |
| Total Earned                                                                                                                                                                                                          |                    |  |                       |  |         |  |                                                                                                          |
| Less this application                                                                                                                                                                                                 |                    |  |                       |  |         |  |                                                                                                          |
| Balance                                                                                                                                                                                                               |                    |  |                       |  |         |  |                                                                                                          |

|                                                                      |                                                                       |
|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 7.C APPROVED FOR:                                                    | 7.D DISAPPROVED DUE TO:                                               |
| <p>days with pay</p> <p>days without pay</p> <p>others (Specify)</p> | <p>EDGARDO E. TULIN</p> <p>President</p> <p>(Authorized Official)</p> |