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## Republic of the Philippines

## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

Stamp of Date of Receipt

Application for any type of leave shall be and accomplished at least in duplicate with ditollows:

## APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	estitio, of the	(First)	(Middle) It half ad fleda 1
nay be considered MAATH relies of the immedian employees on	Capin reque	fire trappings of fiscorted travel	Orlan	Cabatingan lade horse
3. DATE OF FILING are 2 at que - avoul	4. POSITION			5. SALARY (Monthly)
05/12/2022	disaliggt . Admin	istrative Aide III	No home and the first	3. Mandatury Forcad leave
osi suppurted by relovent reports such as the po	6. DETAILS O	F APPLICATION	ya has been cancelle	year. In case the scheduled lea
6.a TYPE OF LEAVE TO BE AVAILED  □Adoption □Mandatory/Force □Maternity □Maternity - 7 days Transferable □Maternity - additional 15 days in □Monetization □Parental (Solo Parent) □Paternity □Rehabilitation (Sec. 55, Rule XVI, Omni □Sabbatical □Sick □Special Emergency (Calamity) □Special Leave Benefits for worn  ⊠Special Leave Privilege □Study □VAWC (RA No. 9262 / GSC MC No. 15, s. 20 □Vacation  Others:	e to father/alternate care for single mother  bus Rules Implementing E.O. No. 29  cen	to enducted from the day or more ther Section 25, the 292, the 292 that the section sector that the section consultation that by an accitional (2) trifficula on the	In case of vaca  Mithin the  Abroad (P)  In case of Sick  In Hospita  Out Patien  In case of Spe (Specify Illnes)  In case of Stuce  Completion  BAR/Board  Other purpose	of LEAVE: ation/Special Privilege leave: Philippines: slp
6.c NUMBER OF WORKING DAYS APPLIED FOR  3 days Inclusive Dates  05/19/2022 - 05/23/2022			CAPIN ORLAN C.	
or additions to the same as been a supplier to see in	rattabliay			mature of Applicant)
CEDITIES ATTION OF LEAVE OR	7. DETAILS OF ACT	and the street services and an	CO ASSESSMENT NAME OF THE PARTY.	7. Sein Farent Inuve - 7 days
7.a CERTIFICATION OF LEAVE CRI AS of: May 2022				ENDATION: doug on go on Endated
Total Earned	Vacation Leave	Sick Leave	☐ For Approval ☐ For Disapproval due to:	
Less this Application	ol biteforement oga jelt te bead	lan or		
Balance	14. Terminal bay			
JENNIFER E. ANDO Office of the Head of Recruitment Selection Placement and Personnel Records			ELIZA D. ESPINOSA Institute of Tropical Ecology & Envi. Mgmt	
7.c APPROVED FOR:  day(s) with pay day(s) without pay Others (Specify):			Order (BPO) obta	decine cot and Action decine cot and devine cot and devine cot and a decine cot a decine
d by a clearance from money, property and work	(Printed Nam	O E. TULIN ne and Signature) ty President		oblassed non-the cour For leave of absence for thirty (2 accountabilities (normant to CSC