



APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
NARC	Flores	Ma. Zaida	Arradaza
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
06/15/2022	Administrative Aide III		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:	6.b DETAILS OF LEAVE:
☐ Adoption ☐ Mandatory/Force ☐ Maternity ☐ Maternity - 7 days Transferable to father/alternate caregiver ☐ Maternity - additional 15 days for single mother ☐ Monetization ☐ Parental (Solo Parent) ☐ Paternity ☐ Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☒ Sabbatical ☒ Sick ☐ Special Emergency (Calamity) ☐ Special Leave Benefits for women ☐ Special Leave Privilege ☐ Study ☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) ☐ Vacation Others: _____	In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) : In case of Sick leave: ☐ In Hospital (Pls. Specify) : ☒ Out Patient (Pls. Specify) : whooping cough In case of Special Leave Benefits for Women: (Specify illness) In case of Study leave: ☐ Completion of Master's Degree ☐ BAR/Board Examination Review Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave

6.c NUMBER OF WORKING DAYS APPLIED FOR	6.d COMMUTATION
2 days Inclusive Dates 06/13/2022 - 06/14/2022	Requested ☒ Not Requested ☐ (Signature of Applicant) FLORES, MA. ZAIDA A.

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS	7.b RECOMMENDATION:												
AS of: June 2022 <table border="1"> <tr> <td>Vacation Leave</td> <td>33.008</td> <td>Sick Leave</td> <td>86.813</td> </tr> <tr> <td>Total Earned</td> <td>33.008</td> <td>Less this Application</td> <td>84.813</td> </tr> <tr> <td>Balance</td> <td>33.008</td> <td></td> <td>84.813</td> </tr> </table> Office of the Head of Payroll and Leave Benefits REGINA C. BIBERA Office of the Head of Payroll and Leave Benefits	Vacation Leave	33.008	Sick Leave	86.813	Total Earned	33.008	Less this Application	84.813	Balance	33.008		84.813	National Abaca Research Center ROBEILYN T. PIA MONTE For Approval ☐ For Disapproval due to: _____ 7.d DISAPPROVED due to: _____
Vacation Leave	33.008	Sick Leave	86.813										
Total Earned	33.008	Less this Application	84.813										
Balance	33.008		84.813										