



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE


1. OFFICE/DEPARTMENT Office of the Dean of Students	2. NAME : (Last) (First) (Middle) Cobico Mary Ann Gumba													
3. DATE OF FILING <u>December 21, 2021</u> 4. POSITION <u>Guidance Counselor III</u> 5. SALARY _____														
6. DETAILS OF APPLICATION														
<div style="display: flex;"><div style="flex: 1; padding: 5px;">6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____ CTO _____</div><div style="flex: 1; padding: 5px;">6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Baybay City, Leyte</u> Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ _____ <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 style="display: flex;"><div style="flex: 1; padding: 5px;">6.C NUMBER OF WORKING DAYS APPLIED FOR <u>7 days</u> INCLUSIVE DATES <u>December 22-31, 2021</u></div><div style="flex: 1; padding: 5px;">6.D COMMUTATION Not Requested Requested <u> </u> <div style="text-align: right;"><u> </u> (Signature of Applicant)</div></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex;"><div style="flex: 1; padding: 5px;">7.A CERTIFICATION OF LEAVE CREDITS As of _____<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><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></tbody></table> <div style="text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</div></div><div style="flex: 1; padding: 5px;">7.B RECOMMENDATION For approval For disapproval due to _____ <div style="text-align: right;"><u> </u> MANOLO B. LORETO, JR. Dean of Students (Authorized Officer)</div></div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
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<div style="display: flex;"><div style="flex: 1; padding: 5px;">7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____</div><div style="flex: 1; padding: 5px;">7.D DISAPPROVED DUE TO: _____ _____ _____</div></div> <div style="text-align: center; margin-top: 20px;">EDGARDO E. TULIN President _____ (Authorized Official)</div>														



TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that Mary Ann G. Cobico had rendered overtime services on May 29, 2021 and November 13, 2021 and served as a resource person during the Character Enhancement Webinar.

This certification is issued to the above-named person to support her claim for Compensatory Time Off or overtime pay. Issued this 21st day of December at ODS, VSU, Visca Baybay City, Leyte


MANOLO B. LORETO, JR.
Dean of Students