



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **LIBRARY** 2. NAME : (Last) **PATONONA** (First) **CONSTANCIO** (Middle) **R.**

3. DATE OF FILING **DECEMBER 9, 2021** 4. POSITION **ADMINISTRATIVE AIDE I** 5. SALARY **₱ 0.00**

### 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** (R.A. 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** (R.A. 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** (R.A. 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:

**5 Days- FL, 3 Days SLP**

#### 6.B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

Within the Philippines **Residence**

Abroad (Specify) \_\_\_\_\_

*In case of Sick Leave:*

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

*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

**8 Days**

**INCLUSIVE DATES**

**December 20, 21, 22, 23, 27, 2021**

**December 28, 29, 31, 2021**

#### 6.D COMMUTATION

Not Requested

Requested

**CONSTANCIO R. PATONONA**

(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 \_\_\_\_\_

**VICENTE A. GILOS**  
Office of the Chief Librarian

(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)