



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____ 2. NAME : _____ (Last) _____ (First) _____ (Middle) 3. DATE OF FILING _____ April 25, 2022 4. POSITION _____ INSTRUCTOR 5. SALARY _____		6.A TYPE OF LEAVE TO BE AVAILED OF _____ Others: ☐ 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)							
6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: _____ Within the Philippines _____ 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 _____ 5 days INCLUSIVE DATES _____ May 2, 4, 5, 6, 10, 2022							
6.D COMMUTATION Requested _____ Not Requested _____ (Signature of Applicant) _____		7. DETAILS OF ACTION ON APPLICATION							
7.B RECOMMENDATION For approval _____ For disapproval due to _____ ROBERTA T. PIAMONTE Director, NARC (Authorized Officer)		7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Vacation Leave</td> <td>Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td>Less this application</td> </tr> <tr> <td>Balance</td> <td></td> </tr> </table> REGINA BIBERA, Am. Officer II (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned	Less this application	Balance	
Vacation Leave	Sick Leave								
Total Earned	Less this application								
Balance									
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____ EDGARDO E. TULIN President (Authorized Official)		7.D DISAPPROVED DUE TO: _____							