



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 Vice Pres for Academic Affairs		2. NAME: (Last) (First) (Middle) VALENZONA ERLINDA SANTIAGO	
3. DATE OF FILING: April 19, 2022		4. POSITION Admin Asst II	
5. SALARY			
6. DETAILS OF APPLICATION			
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 type="checkbox"/> Mandatory/Forced Leave (Sec.25, Rule XVI, Omnibus Rules Implementing EO No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (RA No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (RA No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing EO 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"/> Ten-Day VAWC Leave (RA No. 9262/CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing EO No. 292) <input checked="" 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) <input type="checkbox"/> Others:		6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ 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) _____ <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	
6.C NUMBER OF WORKING DAYS APPLIED FOR Three (3) Days INCLUSIVE DAYS: April 20, 26 & 29, 2022		6.D COMMUTATION Not Requested Requested ERLINDA S. VALENZONA (Signature of Applicant)	
7. DETAILS OF ACTION ON APPLICATION			
7.A CERTIFICATION OF LEAVE CREDITS AS OF _____ Total Earned _____ Less this application _____ Balance _____ Vacation Leave _____ Sick Leave _____ REGINA C. BIBERA Administrative Officer II (Authorized Officer)		7.B RECOMMENDATION For approval _____ For disapproval due to _____ BEATRIZ S. BELONIAS Vice President for Academic Affairs (Authorized Officer)	
7.C APPROVED FOR ___ day(s) with pay ___ day(s) without pay ___ others (specify) _____		7.D DISAPPROVED DUE TO TO _____ _____ _____	
EDGARDO E. TULIN President (Authorized Official)			