



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

Stamp of Date of Receipt

0764

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Office of the Vice President for Academic Affairs		2. NAME : (Last) (First) (Middle) FLORENDO ALFREDO JR. D.													
3. DATE OF FILING April 25, 2022		4. POSITION Adm Aide III													
5. SALARY		P 0.00													
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 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 checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: _____		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 April 25, 26, 27, 28, 2022 INCLUSIVE DATES 4 days		6.D COMMUTATION Not Requested Requested _____ (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"><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> REGINA BIBERA, Adm. Officer II (Authorized Officer)			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval _____ For disapproval due to _____  BEATRIZ S. BELONIAS VP/Office of the Vice President for Academic Affairs (Authorized Officer)	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C APPROVED FOR: 1 day with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____													
<div style="text-align: center;">EDGARDO E. TULIN President (Authorized Official)</div>															