



Republic of the Philippines
Visayas State University
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT MOTOR POOL SERVICES/PPO		2. NAME : (Last) (First) (Middle) BURLAS, MARLON G.							
3. DATE OF FILING Jan. 4, 2021		4. POSITION Engineer III							
5. SALARY _____		6. DETAILS OF APPLICATION							
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 (RA No. 11210 / IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (RA 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 (RA 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 (RA No. 9282 / CSC MC No. 15, s. 2005) ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☒ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) ☒ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) ☐ Adoption Leave (RA 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 (Calamity Leave) INCLUSIVE DATES Jan. 5, 12-14 & 17, 2022		6.D COMMUTATION Requested _____ Not Requested _____ (Signature of Applicant)							
7. DETAILS OF ACTION ON APPLICATION									
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"> <tr> <td>Total Earned</td> <td></td> </tr> <tr> <td>Less this application</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> </tr> </table> REGINA BIBERA, Adm. Officer II (Authorized Officer)		Total Earned		Less this application		Balance		7.B RECOMMENDATION For approval _____ For disapproval due to _____ MARIO LILIO P. VALENZONA Head/Office/Dept. Unit (Authorized Officer)	
Total Earned									
Less this application									
Balance									
7.C APPROVED FOR: days with pay _____ days without pay _____ others (Specify) _____		7.D DISAPPROVED DUE TO: _____ _____ _____ EDGARDO E. TULIN President (Authorized Official)							