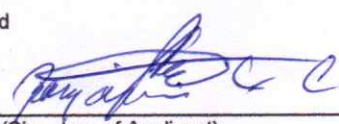
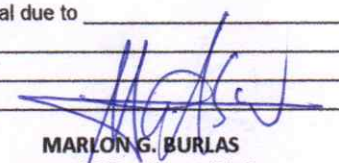


Stamp of Date of Receipt

1. OFFICE/DEPARTMENT		2. NAME :		(Last)	(First)	(Middle)												
MOTOR POOL SERVICES/PPO		CASTAÑAS, BENJAMIN V.																
3. DATE OF FILING		4. POSITION		5. SALARY														
January 9, 2022		HEO II																
6. DETAILS OF APPLICATION																		
6.A TYPE OF LEAVE TO BE AVAILED OF				6.B DETAILS OF LEAVE														
<div><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div> <div><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div> <div><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div> <div><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div> <div><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div> <div><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</div>				<div>In case of Vacation/Special Privilege Leave:</div> <div>Within the Philippines</div> <div>Abroad (Specify)</div> <div>In case of Sick Leave:</div> <div>In Hospital (Specify Illness)</div> <div>Out Patient (Specify Illness)</div> <div>In case of Special Leave Benefits for Women:</div> <div>(Specify Illness)</div> <div>In case of Study Leave:</div> <div>Completion of Master's Degree</div> <div>BAR/Board Examination Review</div> <div>Other purpose:</div> <div>Monetization of Leave Credits</div> <div>X Terminal Leave</div>														
6.C NUMBER OF WORKING DAYS APPLIED FOR				6.D COMMUTATION														
<div></div> <div>INCLUSIVE DATES</div> <div></div>				<div>Not Requested</div> <div>Requested</div> <div></div> <div>(Signature of Applicant)</div>														
7. DETAILS OF ACTION ON APPLICATION																		
7.A CERTIFICATION OF LEAVE CREDITS				7.B RECOMMENDATION														
<div>As of</div> <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><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></table> <div>REGINA BIBERA, Adm. Officer II</div> <div>(Authorized Officer)</div>					Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<div>For approval</div> <div>For disapproval due to</div> <div></div> <div>MARLON G. BURLAS</div> <div>Head/Office/Dept /Unit</div> <div>(Authorized Officer)</div>		
	Vacation Leave	Sick Leave																
Total Earned																		
Less this application																		
Balance																		
7.C APPROVED FOR:				7.D DISAPPROVED DUE TO:														
<div>days with pay</div> <div>days without pay</div> <div>others (Specify)</div>				<div></div> <div></div> <div></div>														
<div>EDGARDO E. TULIN</div> <div>President</div> <div>(Authorized Official)</div>																		