



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT LIBRARY	2. NAME : (Last) (First) (Middle) SAULAN JOSE F.													
3. DATE OF FILING January 6, 2022														
4. POSITION ADMINISTRATIVE AIDE		5. PAY P 0.00												
6. DETAILS OF APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">6.A TYPE OF LEAVE TO BE AVAILED OF <div style="margin-top: 5px;"><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div><div style="margin-top: 5px;"><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div><div style="margin-top: 5px;"><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div><div style="margin-top: 5px;"><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div><div style="margin-top: 5px;"><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div><div style="margin-top: 5px;"><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div><div style="margin-top: 5px;"><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div><div style="margin-top: 5px;"><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</div><div style="margin-top: 10px;">Others: _____</div></div><div style="width: 48%;">6.B DETAILS OF LEAVE <div style="margin-top: 5px;"><i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Residence</u> Abroad (Specify) _____</div><div style="margin-top: 5px;"><i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____</div><div style="margin-top: 10px;"><i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____</div><div style="margin-top: 10px;"><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</div></div></div>														
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>1 Day</u> INCLUSIVE DATES <u>December 1, 2021</u>		6.D COMMUTATION Not Requested Requested <u>JOSE F. SAULAN</u> (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">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 style="margin-top: 10px; text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</div>			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval For disapproval due to _____ <div style="margin-top: 10px; text-align: center;">VICENTE A. GILOS Office of the Chief Librarian (Authorized Officer)</div>
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____ <div style="margin-top: 20px; text-align: center;"> EDGARDO E. TULIN President (Authorized Official)</div>		7.D DISAPPROVED DUE TO: _____ _____ _____												



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6.C NUMBER OF WORKING DAYS APPLIED FOR 5 Days INCLUSIVE DATES December 23, 24, 29, 31 2021 and January 7, 2022	6.D COMMUTATION Not Requested Requested JOSE F. SAULAN (Signature of Applicant)												
7. DETAILS OF ACTION ON APPLICATION													
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	Vacation Leave	Sick Leave											
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)													

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

JOSE F. SAULAN

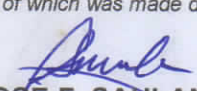
(Name)

For the month of December 1-31, 2021

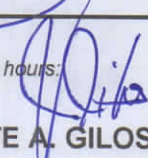
Official hours for arrival Regular days
and departure Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SICK LEAVE					
2	7:20	12:00	1:00	5:00		
3	7:55	12:00	1:00	5:00		
4	Saturday					
5	Sunday					
6	7:50	12:00	1:00	5:00		
7	7:20	12:00	1:00	5:00		
8	Holiday					
9	7:20	12:00	1:00	5:00		
10	7:51	12:00	1:00	5:00		
11	Saturday					
12	Sunday					
13	7:20	12:00	1:00	5:00		
14	7:20	12:00	1:00	5:00		
15	7:35	12:00	1:00	5:00		
16	Typhoon					
17	Typhoon					
18	Saturday					
19	Sunday					
20	7:30	12:00	1:00	5:00		
21	7:25	12:00	1:00	5:00		
22	7:00	12:00	1:00	5:00		
23	EMERGENCY LEAVE					
24	EMERGENCY LEAVE					
25	Saturday					
26	Sunday					
27	7:30	12:00	1:00	5:00		
28	7:30	12:00	1:00	5:00		
29	EMERGENCY LEAVE					
30	Holiday					
31	EMERGENCY LEAVE					

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.


JOSE F. SAULAN

VERIFIED as to the prescribed office hours:


VICENTE A. GILOS

In Charge

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

JOSE F. SAULAN

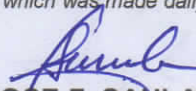
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For the month of December 1-31, 2021

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	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SICK LEAVE					
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3	7:55	12:00	1:00	5:00		
4	Saturday					
5	Sunday					
6	7:50	12:00	1:00	5:00		
7	7:20	12:00	1:00	5:00		
8	Holiday					
9	7:20	12:00	1:00	5:00		
10	7:51	12:00	1:00	5:00		
11	Saturday					
12	Sunday					
13	7:20	12:00	1:00	5:00		
14	7:20	12:00	1:00	5:00		
15	7:35	12:00	1:00	5:00		
16	Typhoon					
17	Typhoon					
18	Saturday					
19	Sunday					
20	7:30	12:00	1:00	5:00		
21	7:25	12:00	1:00	5:00		
22	7:00	12:00	1:00	5:00		
23	EMERGENCY LEAVE					
24	EMERGENCY LEAVE					
25	Saturday					
26	Sunday					
27	7:30	12:00	1:00	5:00		
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