



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>ACCOUNTING OFFICE</b>	2. NAME : (Last) (First) (Middle) <b>TIU, SANDRA CABAUG</b>													
3. DATE OF FILING <b>December 02, 2021</b>														
4. POSITION <b>ADMIN. ASST. III</b>														
5. SALARY <b>20,089.00</b>														
<b>6. DETAILS OF APPLICATION</b>														
<div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <input checked="" type="checkbox"/> <b>Vacation Leave</b> (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Sick Leave</b> (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Maternity Leave</b> (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> <b>Paternity Leave</b> (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> <b>Special Privilege Leave</b> (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> <b>Study Leave</b> (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>10-Day VAWC Leave</b> (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> <b>Adoption Leave</b> (R.A. No. 8552)  <i>Others:</i> _____</div><div style="flex: 1; padding: 5px;"><b>6.B DETAILS OF LEAVE</b>  <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 Illness) _____  _____  <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>														
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> <div style="text-align: center;"><b>3</b></div> INCLUSIVE DATES <div style="text-align: center;"><b>December 22, 23 &amp; 24, 2021</b></div>		<b>6.D COMMUTATION</b> Not Requested <input checked="" type="checkbox"/> Requested <div style="text-align: right;"> (Signature of Applicant)</div>												
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td><i>Total Earned</i></td><td></td><td></td></tr><tr><td><i>Less this application</i></td><td></td><td></td></tr><tr><td><i>Balance</i></td><td></td><td></td></tr></tbody></table> <div style="text-align: center;"><b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)</div>			Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			<b>7.B RECOMMENDATION</b> For approval For disapproval due to _____  _____ <div style="text-align: right;"> <b>NICK FREDDY R. BELLO, OIC-Accounting</b> (Authorized Officer)</div>
	Vacation Leave	Sick Leave												
<i>Total Earned</i>														
<i>Less this application</i>														
<i>Balance</i>														
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify)		<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____												
<b>EDGARDO E. TULIN</b> President _____ (Authorized Official)														