



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT NRCR-V	2. NAME : (Last) (First) (Middle) MALASAGA EDRALIN M.													
3. DATE OF FILING Jan. 24, 2022	4. POSITION Sci. Res. Asst.	5. SALARY ₱ 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 checked="" 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 type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <i>Others:</i> _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <i>Within the Philippines</i> _____ <i>Abroad (Specify)</i> _____ <i>In case of Sick Leave:</i> <i>In Hospital (Specify Illness)</i> _____ <i>Out Patient (Specify Illness)</i> _____ _____ <i>In case of Special Leave Benefits for Women:</i> <i>(Specify Illness)</i> _____ _____ <i>In case of Study Leave:</i> <i>Completion of Master's Degree</i> <i>BAR/Board Examination Review</i> <i>Other purpose:</i> <i>Monetization of Leave Credits</i> <i>Terminal Leave</i>													
6.C NUMBER OF WORKING DAYS APPLIED FOR Three (3) days INCLUSIVE DATES January 17, 18 & 19, 2022	6.D COMMUTATION Not Requested Requested EDRALIN M. MALASAGA (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;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">Sick Leave</td></tr><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></table> REGINA BIBERA, Admin. Officer II (Authorized Officer)		Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			7.B RECOMMENDATION For approval _____ For disapproval due to _____ _____ MARISEL L. LEORNA Director, NRCR-V (Authorized Officer)	
	Vacation Leave	Sick Leave												
<i>Total Earned</i>														
<i>Less this application</i>														
<i>Balance</i>														
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____													
 EDGARDO E. TULIN President _____ (Authorized Official)														