



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

<b>1. OFFICE/DEPARTMENT</b> INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)	<b>2. NAME :</b>	(Last) <b>BENITEZ</b>	(First) <b>CECILIO</b>	(Middle) <b>MONTEROLA</b>												
<b>3. DATE OF FILING</b> <u>March 23, 2023</u>	<b>4. POSITION</b> <u>Adm. Aide I</u>	<b>5. SALARY</b> _____														
<b>6. DETAILS OF APPLICATION</b>																
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b>  <input 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>  <b>MONETIZATION</b>		<b>6.B DETAILS OF LEAVE</b>  <i>In case of Vacation/Special Privilege Leave:</i> <b>Within the Philippines</b> _____ <b>Abroad (Specify)</b> _____  <i>In case of Sick Leave:</i> <b>In Hospital (Specify Illness)</b> _____ <b>Out Patient (Specify Illness)</b> _____  _____  <i>In case of Special Leave Benefits for Women:</i> <b>(Specify Illness)</b> _____  _____  <i>In case of Study Leave:</i> <b>Completion of Master's Degree</b> <b>BAR/Board Examination Review</b>  <i>Other purpose:</i> <b>Monetization of Leave Credits</b> <b>Terminal Leave</b>														
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b>  <u>10 DAYS</u>  <b>INCLUSIVE DATES</b>  _____		<b>6.D COMMUTATION</b>  <b>Not Requested</b>  <b>Requested</b> <b>CECILIO M. BENITEZ</b> <b>(Signature of Applicant)</b>														
<b>7. DETAILS OF ACTION ON APPLICATION</b>																
<b>7.A CERTIFICATION OF LEAVE CREDITS</b>  <b>As of</b> _____ <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>  <b>REGINA BIBERA, Am. Officer II</b> <b>(Authorized Officer)</b>			Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			<b>7.B RECOMMENDATION</b>  <b>For approval</b>  <b>For disapproval due to</b> _____ _____ _____  <b>ELIZA D. ESPINOSA</b> <b>(Authorized Officer)</b>		
	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> <b>President</b> _____ <b>(Authorized Official)</b>																