

1. OFFICE/DEPARTMENT _____ 2. NAME : (Last) _____ (First) _____ (Middle) _____	PHYSICAL PLANT OFFICE ISRAEL GABRIEL JR. A.	3. DATE OF FILING : Jan. 5, 2022 4. POSITION: Admin. Aide VI 5. SALARY _____	6. DETAILS OF APPLICATION									
6. DETAILS OF LEAVE												
6.A TYPE OF LEAVE TO BE AVAILED OF ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ Mandator/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004) ☐ Study Leave (Sec. 58, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2005) ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules implementing E.O. No. 292) ☐ Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 26, s. 2010) ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) ☐ Adoption Leave (R.A. No. 6652)		6.B DETAILS OF LEAVE In case of Vacation/Special Privilege Leave: Within the Philippines _____ Abroad (Specify) _____ In case of Sick Leave: In Hospital (Specify illness) _____ Out Patient (Specify illness) _____ In case of Special Leave Benefits for Women: (Specify illness) _____ In case of Study Leave: Completion of Master's Degree _____ BAR/Board Examination Review _____ Other purpose: Monetization of Leave Credits _____ Terminal Leave _____										
6.C NUMBER OF WORKING DAYS APPLIED FOR 10 Days _____ MONETIZATION _____ INCLUSIVE DATES _____		6.D COMMUTATION Not Requested _____ Requested _____ (Signature of Applicant) GABRIEL A. ISRAEL JR.										
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: 33%;">Total Earned</td> <td style="width: 33%;">Vacation Leave</td> <td style="width: 33%;">Sick Leave</td> </tr> <tr> <td>Less this application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </table>		Total Earned	Vacation Leave	Sick Leave	Less this application			Balance			7.B RECOMMENDATION For approval _____ For disapproval due to _____ (Authorized Officer) MARTIN G. BURLAS	
Total Earned	Vacation Leave	Sick Leave										
Less this application												
Balance												
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____ EDGARDO E. TULUN President (Authorized Official)												
7.D DISAPPROVED DUE TO: _____												