



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) BARO GERALDINE T.													
3. DATE OF FILING December 23, 2021														
4. POSITION College Librarian II														
5. SALARY _____														
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 <p>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p><p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p><p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p><p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p><p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p><p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p><p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p><p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p><p>Others: _____</p></div><div style="width: 48%;">6.B DETAILS OF LEAVE <p><i>In case of Vacation/Special Privilege Leave:</i></p><p>Within the Philippines _____</p><p>Abroad (Specify) _____</p><p><i>In case of Sick Leave:</i></p><p>In Hospital (Specify Illness) _____</p><p>Out Patient (Specify Illness) _____</p><p>_____</p><p><i>In case of Special Leave Benefits for Women:</i></p><p>(Specify Illness) _____</p><p>_____</p><p><i>In case of Study Leave:</i></p><p>Completion of Master's Degree</p><p>BAR/Board Examination Review</p><p><i>Other purpose:</i></p><p>Monetization of Leave Credits</p><p>Terminal Leave</p></div></div>														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">6.C NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> INCLUSIVE DATES <u>December 1, 2021</u></div><div style="width: 48%;">6.D COMMUTATION <p>Not Requested</p><p>Requested </p><p style="text-align: center;">GERALDINE T. BARO (Signature of Applicant)</p></div></div>														
7. DETAILS OF ACTION ON APPLICATION														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">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>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><p style="text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</p></div><div style="width: 48%;">7.B RECOMMENDATION <p>For approval</p><p>For disapproval due to _____</p><p>_____</p><p style="text-align: center;"> VICENTE A. GIROS Office of the Chief Librarian (Authorized Officer)</p></div></div>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;">7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)</div><div style="width: 48%;">7.D DISAPPROVED DUE TO: _____ _____ _____</div></div> <div style="text-align: center; margin-top: 20px;"> EDGARDO E. TULIN President (Authorized Official)</div>														

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

DAILY TIME RECORD

GERALDINE T. BARO

(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	Leave					
2	8:13	12:00	1:00	5:00		
3	8:05	12:00	1:00	5:00		
4	SAT					
5	SUN					
6	8:12	12:00	1:00	5:00		
7	8:11	12:00	1:30	5:00		
8	HOLIDAY					
9	8:18	12:00	1:00	5:00		
10	Leave		1:00	5:00		
11	SAT					
12	SUN					
13	8:08	12:00	1:00	5:00		
14	8:29	12:00	1:00	5:00		
15	8:15	12:00	1:00	5:00		
16	Typhoon Odette					
17						
18	SAT					
19	SUN					
20	8:13	12:00	1:00	5:00		
21	Leave		1:30	5:00		
22	8:15	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	Forced Leave					
25	SAT					
26	SUN					
27	Forced Leave					
28						
29						
30	HOLIDAY					
	Forced 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 at and departure from Office.

GERALDINE T. BARO

VERIFIED as the prescribe office hours:

VICENTE A. GILOS

In-Charge