



Republic of the Philippines
Visayas State University
Visca, Baybay City, Leyte

APPLICATION FOR LEAVE

Stamp of Date of Receipt

1. OFFICE/DEPARTMENT Office of the Vice President for Academic Affairs		2. NAME : (Last) (First) (Middle) VALERIANO FELIWA SANTIAGO		3. DATE OF FILING Dec 21, 2021		4. POSITION Admin Asst 2		5. SALARY P 0.00	
6. DETAILS OF APPLICATION									
6.A TYPE OF LEAVE TO BE AVAILED OF					6.B DETAILS OF LEAVE				
☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☒ Mandatory/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 (RA No. 11210 / R.R. issued by CSC, D.O.E and SSS) ☐ Paternity Leave (RA 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 (RA No. 8972 / CSC MC No. 8, s. 2004) ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ 10-Day VAWC Leave (RA No. 9282 / CSC MC No. 15, s. 2005) ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) ☐ Adoption Leave (RA No. 8552) ☐ Others:					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 Masters Degree _____ BAR/Board Examination Review _____ Other purpose: _____ Monetization of Leave Credits _____ Terminal Leave _____				
6.C NUMBER OF WORKING DAYS APPLIED FOR Pw (Lec) days Dec 22-23 + 27-29, 2021					6.D COMMUTATION Requested _____ Not Requested _____ (Signature of Applicant) _____				
7. DETAILS OF ACTION ON APPLICATION									
7.A CERTIFICATION OF LEAVE CREDITS As of _____ Total Earned _____ Less this application _____ Balance _____ REGINA BIBERA, Adm. Officer II (Authorized Officer)					7.B RECOMMENDATION For approval _____ For disapproval due to _____ BEATRIZ S. BELONIAS VP/Office of the Vice President for Academic Affairs (Authorized Officer)				
7.C APPROVED FOR: 1 day with pay _____ days without pay _____ others (Specify) _____					7.D DISAPPROVED DUE TO: _____				
EDGARDO E. TULIN President (Authorized Official)									