



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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

| | | | | | | | | | | | | | |
|--|---|----------------|------------|---------------------|--|--|------------------------------|--|--|----------------|--|--|--|
| 1. OFFICE/DEPARTMENT <p style="text-align: center;">AGRONOMY</p> | 2. NAME : (Last) (First) (Middle) <p style="text-align: center;"><u>CAGACAN</u> <u>ULYSSES</u> <u>ALAS</u></p> | | | | | | | | | | | | |
| 3. DATE OF FILING _____ | 4. POSITION <u>ASST. PROF.</u> 5. SALARY _____ | | | | | | | | | | | | |
| 6. DETAILS OF APPLICATION | | | | | | | | | | | | | |
| 6.A TYPE OF LEAVE TO BE AVAILED OF <div style="margin-top: 5px;"><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div> <div style="margin-top: 5px;"><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</div> <div style="margin-top: 10px;">Others: <u>FORCED LEAVE</u></div> | 6.B DETAILS OF LEAVE <div style="margin-top: 5px;">In case of Vacation/Special Privilege Leave: Within the Philippines _____ Abroad (Specify) _____</div> <div style="margin-top: 5px;">In case of Sick Leave: In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____</div> <div style="margin-top: 10px;">In case of Special Leave Benefits for Women: (Specify Illness) _____</div> <div style="margin-top: 10px;">In case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave</div> | | | | | | | | | | | | |
| 6.C NUMBER OF WORKING DAYS APPLIED FOR <u>TWO (2) DAYS</u> INCLUSIVE DATES <u>JUNE 1-2, 2022</u> | 6.D COMMUTATION Not Requested Requested <div style="text-align: right;"><u>ULYSSES A. CAGACAN</u> (Signature of Applicant)</div> | | | | | | | | | | | | |
| 7. DETAILS OF ACTION ON APPLICATION | | | | | | | | | | | | | |
| 7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"><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> <div style="text-align: center; margin-top: 10px;"><u>REGINA BIBERA, Adm. Officer II</u> (Authorized Officer)</div> | | 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 _____ <div style="text-align: right; margin-top: 10px;"><u>RUTH O. ESCASINAS</u> Office/Dept./Unit (Authorized Officer)</div> |
| | 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: _____ _____ <div style="text-align: center; margin-top: 20px;"><u>EDGARDO E. TULIN</u> President (Authorized Official)</div> | | | | | | | | | | | | |



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APPLICATION FOR LEAVE

| | |
|---|--|
| 1. OFFICE/DEPARTMENT AGRONOMY | 2. NAME : (Last) (First) (Middle) CAGASAN ULYSSES ALAS |
|---|--|

| | | |
|-------------------|--------------------------------------|-----------|
| 3. DATE OF FILING | 4. POSITION ASSOC. PROF. I | 5. SALARY |
|-------------------|--------------------------------------|-----------|

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ 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 (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 (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. 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 (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

FORCED LEAVE

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

TWO (2) days

INCLUSIVE DATES

May 30-31, 2022

6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

| | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned | | |
| Less this application | | |
| Balance | | |

REGINA BIBERA, Adm. Officer II

(Authorized Officer)

7.B RECOMMENDATION

For approval

For disapproval due to _____

RUTH O. ESCASINAS

Office/Dept./Unit

(Authorized Officer)

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify)

7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN
President

(Authorized Official)