



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

| 1. OFFICE/DEPARTMENT<br><b>Office of the Dean of Students</b>  | 2. NAME : (Last) (First) (Middle)<br><b>Tauy Christie Cyrene Taganas</b> |            |  |                |            |              |  |  |                       |  |  |         |  |  |
|--|--|------------|--|----------------|------------|--------------|--|--|-----------------------|--|--|---------|--|--|
| 3. DATE OF FILING <u>Dec 23, 2021</u> 4. POSITION <u>Guidance Counselor</u> 5. SALARY _____  |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |
| <b>6. DETAILS OF APPLICATION</b>   |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>6.A TYPE OF LEAVE TO BE AVAILED OF</b><br/><input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)<br/><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)<br/><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)<br/><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)<br/><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)<br/><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)<br/><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)<br/><input type="checkbox"/> Adoption Leave (R.A. No. 8552)<br/><br/>Others: <u>CTO</u></div><div style="flex: 1; padding: 5px;"><b>6.B DETAILS OF LEAVE</b><br/><i>In case of Vacation/Special Privilege Leave:</i><br/>Within the Philippines _____<br/>Abroad (Specify) _____<br/><i>In case of Sick Leave:</i><br/>In Hospital (Specify Illness) _____<br/>Out Patient (Specify Illness) _____<br/><br/><i>In case of Special Leave Benefits for Women:</i><br/>(Specify Illness) _____<br/><br/><i>In case of Study Leave:</i><br/>Completion of Master's Degree<br/>BAR/Board Examination Review<br/><i>Other purpose:</i><br/>Monetization of Leave Credits<br/>Terminal Leave</div></div> |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b><br/><u>4 days</u><br/>INCLUSIVE DATES<br/><u>Dec. 24, 27, 28, 29, 2021</u></div><div style="flex: 1; padding: 5px;"><b>6.D COMMUTATION</b><br/>Not Requested<br/>Requested _____<br/><div style="text-align: right;">(Signature of Applicant)</div></div></div>  |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>   |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |
| <div style="display: flex;"><div style="flex: 1; padding: 5px;"><b>7.A CERTIFICATION OF LEAVE CREDITS</b><br/>As of _____<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>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></tbody></table><br/><div style="text-align: center;"><b>REGINA BIBERA, Adm. Officer II</b><br/>(Authorized Officer)</div></div><div style="flex: 1; padding: 5px;"><b>7.B RECOMMENDATION</b><br/><input checked="" type="checkbox"/> For approval<br/>For disapproval due to _____<br/><br/><div style="text-align: center;"><br/><b>MANOLO B. LORETO, JR.</b><br/>Dean of Students<br/>(Authorized Officer)</div></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;"><div style="flex: 1; padding: 5px;"><b>7.C APPROVED FOR:</b><br/>_____ days with pay<br/>_____ days without pay<br/>_____ others (Specify)</div><div style="flex: 1; padding: 5px;"><b>7.D DISAPPROVED DUE TO:</b><br/>_____<br/>_____<br/>_____</div></div> <div style="text-align: center; margin-top: 20px;"><b>EDGARDO E. TULIN</b><br/>President<br/>(Authorized Official)</div>  |  |            |  |                |            |              |  |  |                       |  |  |         |  |  |



## CERTIFICATION

### TO WHOM IT MAY CONCERN:

**This is to certify that Ms. Christie Cyrene T. Tauy, head of the Student Development Services Office has rendered Compensatory Time Off (CTO) on the following date:**

|                                   |   |
|-----------------------------------|---|
| October 31, 2020 from 8am to 12nn | Facilitated the Student Leadership Summit                             |
| May 29, 2021 from 8am to 12nn     | Facilitated the Character Enhancement Seminar of the college freshmen |
| November 13, 2021 8am to 12nn     | Facilitated the Character Enhancement Seminar of the college freshmen |

Issued this 23<sup>rd</sup> day of December 2021 at VSU, Visca, Baybay City, Leyte, Philippines.

**MANOLO B. LORETO, JR.**  
Dean of Students