



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last)	(First)	(Middle)
<b>Institute of Human Kinetics</b>	ALBA,	ARTURO	Jr.	B.
3. DATE OF FILING	4. POSITION	5. SALARY		
<b>January 10, 2022</b>	<b>Admin. Aide</b>			

### 6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> 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 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 (R.A. 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 (R.A. 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 (R.A. No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input checked="" 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>	<p>6.B DETAILS OF LEAVE</p> <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>
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p style="text-align: center;"><u>Two (2) working days</u></p> <p>INCLUSIVE DATES</p> <p style="text-align: center;">January 11 &amp; 13, 2022</p>	<p>6.D COMMUTATION</p> <p>Not Requested</p> <p>Requested</p> <p style="text-align: center;"></p> <p style="text-align: center;">(Signature of Applicant)</p>
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### 7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Total Earned</i></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Less this application</i></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Balance</i></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><b>REGINA BIBERA, Am. Officer II</b></p> <p style="text-align: center;">(Authorized Officer)</p>		Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			<p>7.B RECOMMENDATION</p> <p>For approval</p> <p>For disapproval due to _____</p> <p>_____</p> <p style="text-align: center; margin-top: 10px;"></p> <p style="text-align: center;"><b>CHARIS B. LIMBO</b></p> <p style="text-align: center;">Office/Dept./Unit</p> <p style="text-align: center;">(Authorized Officer)</p>
	Vacation Leave	Sick Leave											
<i>Total Earned</i>													
<i>Less this application</i>													
<i>Balance</i>													

<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p style="text-align: center; margin-top: 20px;"></p> <p style="text-align: center;"><b>EDGARDO E. TULIN</b></p> <p style="text-align: center;">President</p> <p style="text-align: center;">(Authorized Official)</p>
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