

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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

. OFFICE/DEPARTMENT	2. NAME :	(Last) (First) (Middle)
Department of Soil Science		CASTILLO BONIFACIO ESPERANZA
DATE OF FILING January 4, 2022		Admin Aide III
	6. DETA	AILS OF APPLICATION
A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules In	malamenting E O No. 292)	In case of Vacation/Special Privilege Leave:
Mandatory/Forced Leave(Sec. 25, Rule XVI, Online XVI,		
		Abroad (Specify)
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implem		In case of Sick Leave:
Maternity Leave (R.A. No. 11210 / IRR issued by CS		In Hospital (Specify Illness)
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)		2 (2 (1 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2 (2
		U. (N. EUE)
Solo Parent Leave (RA No. 8972 / CSC MC No. 8,		In case of Special Leave Benefits for Women:
Study Leave (Sec. 68, Rule XVI, Omnibus Rules Imple		(Specify Illness)
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)		
Rehabilitation Privilege (Sec. 55, Rule XVI, Omn		
Special Leave Benefits for Women (RA N		
Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)		BAR/Board Examination Review
Adoption Leave (R.A. No. 8552)		Other purpose:
		x Monetization of Leave Credits
Others:		Terminal Leave
Monetization of Leave Credits		Terminal Leave
6.C NUMBER OF WORKING DAYS APPLI	ED FOR	6.D COMMUTATION
10 days only		Not Requested
INCLUSIVE DATES		Requested
		(Signature of Applicant)
	7 DETAILS (	OF ACTION ON APPLICATION
		7.B RECOMMENDATION
7.A CERTIFICATION OF LEAVE CREDITS	3	
As of	Side L	For disapproval due to
Total Earned Vacation Lea	ave Sick Le	eave For disapproval due to
Less this application		
Balance		SUZETTE B. LINA
		Name of Head Office/Dept./Unit
REGINA BIBERA, A	m. Officer II	(Authorized Officer)
Į, tationiai į		THE TOUR PROPERTY.
7.C APPROVED FOR:		7.D DISAPPROVED DUE TO:
days with pay		
others (Specify)		
		E.
	E	DGARDO E. TULIN President
		(Authorized Official)