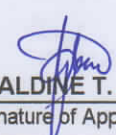
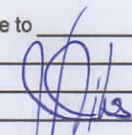




Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT LIBRARY	2. NAME : (Last) (First) (Middle) BARO GERALDINE T.													
3. DATE OF FILING December 9, 2021														
4. POSITION College Librarian II														
5. SALARY _____														
6. DETAILS OF APPLICATION														
6.A TYPE OF LEAVE TO BE AVAILED OF														
<p>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" 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 (RA 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 (RA 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 (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input 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>														
6.B DETAILS OF LEAVE														
<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>														
6.C NUMBER OF WORKING DAYS APPLIED FOR														
<p>5 days</p> <p>INCLUSIVE DATES</p> <p>December 24, 27-29, 31, 2021</p>														
6.D COMMUTATION														
<p>Not Requested _____</p> <p>Requested _____</p> <p style="text-align: right;"> GERALDINE T. BARO (Signature of Applicant)</p>														
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS														
<p>As of _____</p> <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> <p style="text-align: center;">REGINA BIBERA, Adm. Officer II (Authorized Officer)</p>				Vacation Leave	Sick Leave	Total Earned			Less this application			Balance		
	Vacation Leave	Sick Leave												
Total Earned														
Less this application														
Balance														
7.B RECOMMENDATION														
<p>For approval _____</p> <p>For disapproval due to _____</p> <p>_____</p> <p style="text-align: right;"> VICENTE A. GILOS Office of the Chief Librarian (Authorized Officer)</p>														
7.C APPROVED FOR:														
<p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>														
7.D DISAPPROVED DUE TO:														
<p>_____</p> <p>_____</p> <p>_____</p>														
<p>EDGARDO E. TULIN President (Authorized Official)</p>														