



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT NARC USM		2. NAME : (Last) FLORES (First) MARIA ZALDA (Middle) A.	
3. DATE OF FILING Dec. 13, 2021		4. POSITION Admin. Aide II	
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 (RA No. 11210 / IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (RA 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. 58, 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. 26, s. 2010) ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) ☐ Adoption Leave (RA No. 8552) Others:			
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 3 days INCLUSIVE DATES December 20, 21 AM, 23 AM, 27, 2021			
6.D COMMUTATION Not Requested Requested (Signature of Applicant)			
7. DETAILS OF ACTION ON APPLICATION			
7.A CERTIFICATION OF LEAVE CREDITS As of Total Earned Less this application Balance		7.B RECOMMENDATION For approval For disapproval due to	
7.C APPROVED FOR: days with pay days without pay others (Specify)		7.D DISAPPROVED DUE TO:	
REGINA BIBERA, Am. Officer II (Authorized Officer)		ROBELYN T. PIAMONTE Director, NARC (Authorized Officer)	
EDGARDO E. TULIN President (Authorized Official)			