



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

|  |   |
|--|---|
| 1. OFFICE/DEPARTMENT<br>Department of Soil Science | 2. NAME : (Last) (First) (Middle)<br>CASTILLO BONITA CR ESPERANZA |
| 3. DATE OF FILING 1/05/22                          | 4. POSITION Zam Aide M 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. 26, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)  
☐ 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)  
☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)  
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2006)  
☐ Rehabilitation Privilege (Sec. 65, Rule XVI, Omnibus Rules Implementing E.O. No. 292)  
☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)  
☒ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)  
☐ Adoption Leave (R.A. 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

5-DAYS

INCLUSIVE DATES

JAN. 10, 11, 12, 13, 14, 2022

#### 6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of

|                       | Vacation Leave | Sick Leave |
|-----------------------|----------------|------------|
| Total Earned          |                |            |
| Less this application |                |            |
| Balance               |                |            |

REGINA BIBERA, Adm. Officer II  
(Authorized Officer)

#### 7.B RECOMMENDATION

For approval

For disapproval due to

SUZETTE B. LINA  
(Authorized Officer)

#### 7.C APPROVED FOR:

3 days with pay  
days without pay  
others (Specify)

#### 7.D DISAPPROVED DUE TO:

EDGARDO E. TULIN  
President  
(Authorized Official)