



APPLICATION FOR LEAVE

Stamp of Date of Receipt

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
NARC	Flores	Ma. Zaida	Arradaza
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)	
06/22/2022	Administrative Aide III		

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE TO BE AVAILED OF:	6.b DETAILS OF LEAVE:
6.a TYPE OF LEAVE TO BE AVAILED OF: ☐ Adoption ☐ Mandatory/Force ☐ Maternity ☐ Maternity - 7 days Transferable to father/alternate caregiver ☐ Maternity - additional 15 days for single mother ☐ Monetization ☐ Parental (Solo Parent) ☐ Paternity ☐ Rehabilitation (Sec. 35, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☒ Sabbatical ☒ Sick ☐ Special Emergency (Calamity) ☐ Special Leave Benefits for women ☐ Special Leave Privilege ☐ Study ☐ VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) ☐ Vacation Others: _____	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) : In case of Sick leave: ☐ In Hospital (Pls. Specify) : ☒ Out Patient (Pls. Specify) : cough 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	6.d COMMUTATION
0 days Inclusive Dates 06/20/2022 - 06/20/2022	6.d COMMUTATION ☒ Requested ☐ Not Requested (Signature of Applicant) FLORES, MA. ZAIDA A.

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS	7.b RECOMMENDATION:												
AS of: June 2022 <table border="1"> <tr> <td>Vacation Leave</td> <td>87.105</td> </tr> <tr> <td>Sick Leave</td> <td>33.3</td> </tr> <tr> <td>Total Earned</td> <td>87.105</td> </tr> <tr> <td>Less this Application</td> <td></td> </tr> <tr> <td>Balance</td> <td>33.300</td> </tr> <tr> <td></td> <td>87.105</td> </tr> </table> Office of the Head of Payroll and Leave Benefits REGINA C. BIBERA 7.c APPROVED FOR: _____ day(s) with pay _____ day(s) without pay Others (Specify): _____	Vacation Leave	87.105	Sick Leave	33.3	Total Earned	87.105	Less this Application		Balance	33.300		87.105	7.b RECOMMENDATION: ☐ For Approval ☐ For Disapproval due to: ROBELYN T. PIAMONTE National Abaca Research Center 7.d DISAPPROVED due to: _____
Vacation Leave	87.105												
Sick Leave	33.3												
Total Earned	87.105												
Less this Application													
Balance	33.300												
	87.105												

EDGARDO E. TULIN

(Printed Name and Signature)
University President