



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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

<b>1. OFFICE/DEPARTMENT</b> <p style="text-align:center"><b>DoPAC</b></p>	<b>2. NAME :</b> (Last) (First) (Middle) <p style="text-align:center"><b>JANSALIN JACOB GLENN F.</b></p>												
<b>3. DATE OF FILING</b> April 20, 2022	<b>4. POSITION</b> Assoc. Prof. V												
<b>6. DETAILS OF APPLICATION</b>													
<b>6.A TYPE OF LEAVE TO BE AVAILED OF</b> <div><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div> <div><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div> <div><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</div> <div><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</div> <div><input checked="" type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</div> <div><input type="checkbox"/> Adoption Leave (RA No. 8552)</div> <div>Others: _____</div>	<b>6.B DETAILS OF LEAVE</b> <div>In case of Vacation/Special Privilege Leave: Within the Philippines _____ Abroad (Specify) _____</div> <div>In case of Sick Leave: In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____</div> <div>In case of Special Leave Benefits for Women: (Specify Illness) _____</div> <div>In case of Study Leave: Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave</div>												
<b>6.C NUMBER OF WORKING DAYS APPLIED FOR</b> 5 days INCLUSIVE DATES May 2, 3, 4, 5 & 6, 2022	<b>6.D COMMUTATION</b> Not Requested Requested <div style="text-align:right"> <b>JACOB GLENN F. JANSALIN</b> (Signature of Applicant)</div>												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
<b>7.A CERTIFICATION OF LEAVE CREDITS</b> As of _____ <table border="1" style="width:100%"><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> <div style="text-align:center"><b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)</div>		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			<b>7.B RECOMMENDATION</b> For approval For disapproval due to _____ <div style="text-align:right"> <b>ELIZABETH S. QUEVEDO</b> Office/Dept./Unit (Authorized Officer)</div>
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
<b>7.C APPROVED FOR:</b> _____ days with pay _____ days without pay _____ others (Specify)	<b>7.D DISAPPROVED DUE TO:</b> _____ _____ _____												
<div><b>EDGARDO E. TULIN</b> President (Authorized Official)</div>													





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## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>DoPAC</b>	2. NAME : (Last) <b>SALAS</b>	(First) <b>FELIX</b>	(Middle) <b>M.</b>
3. DATE OF FILING <u>April 20, 2022</u>		4. POSITION <u>Prof. V</u>	

### 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 (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
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- ☒ 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

4 days

INCLUSIVE DATES

April 21, 22, 28 & 29, 2022

#### 6.D COMMUTATION

Not Requested

Requested

**FELIX M. SALAS**

(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 \_\_\_\_\_

**ELIZABETH S. QUEVEDO**

Office/Dept./Unit

(Authorized Officer)

#### 7.C APPROVED FOR:

- \_\_\_\_\_ days with pay
- \_\_\_\_\_ days without pay
- \_\_\_\_\_ others (Specify)

#### 7.D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDGARDO E. TULIN**  
President

(Authorized Official)