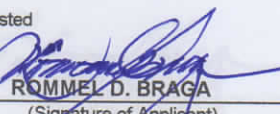




Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>LIBRARY</b>	2. NAME : (Last) (First) (Middle) <b>BRAGA ROMMEL D.</b>												
3. DATE OF FILING <b>January 10, 2022</b>													
4. POSITION <b>ADMINISTRATIVE AIDE</b> <span style="float: right;">P 0.00</span>													
<b>6. DETAILS OF APPLICATION</b>													
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (R.A. No. 9282 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: _____	6.B DETAILS OF LEAVE  <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines <u>Residence</u> Abroad (Specify) _____  <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____  <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____  <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review  <i>Other purpose:</i> Monetization of Leave Credits Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>3 Days</u>  INCLUSIVE DATES <u>December 1, 2, 3 2021</u>	6.D COMMUTATION Not Requested Requested <u></u> <b>ROMMEL D. BRAGA</b> (Signature of Applicant)												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%;"></td><td style="width: 35%;">Vacation Leave</td><td style="width: 35%;">Sick Leave</td></tr><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></table> <b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval For disapproval due to _____  <b>VICENTE A. GILOS</b> Office of the Chief Librarian (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____												
 <b>EDGARDO E. TULIN</b> President (Authorized Official)													



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

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## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>LIBRARY</b>	2. NAME : (Last) (First) (Middle) <b>BRAGA ROMMEL D.</b>												
3. DATE OF FILING <b>January 10, 2022</b>													
4. POSITION <b>ADMINISTRATIVE AIDE</b> <span style="float: right;">P 0.00</span>													
<b>6. DETAILS OF APPLICATION</b>													
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6.C NUMBER OF WORKING DAYS APPLIED FOR <b>4 Days</b>  INCLUSIVE DATES <b>December 6, 7, 9, 10, 2021</b>	6.D COMMUTATION Not Requested Requested <b>ROMMEL D. BRAGA</b> (Signature of Applicant)												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
7.A CERTIFICATION OF LEAVE CREDITS As of _____ <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> <b>REGINA BIBERA, Adm. Officer II</b> (Authorized Officer)		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION For approval For disapproval due to _____  <b>VICENTE A. GILOS</b> Office of the Chief Librarian (Authorized Officer)
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____												
 <b>EDGARDO E. TULIN</b> President (Authorized Official)													





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

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## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>LIBRARY</b>	2. NAME : (Last) (First) (Middle) <b>BRAGA ROMMEL D.</b>												
3. DATE OF FILING <b>January 10, 2022</b>													
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6.C NUMBER OF WORKING DAYS APPLIED FOR <b>5Days</b>  INCLUSIVE DATES <b>December 20-24, 2021</b>	6.D COMMUTATION Not Requested Requested <b>ROMMEL D. BRAGA</b> (Signature of Applicant)												
<b>7. DETAILS OF ACTION ON APPLICATION</b>													
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	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ _____												
 <b>EDGARDO E. TULIN</b> President (Authorized Official)													

**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte

**DAILY TIME RECORD**

**ROMMEL D. BRAGA**

(Name)

For the month of December 1-31, 2021

Official hours for arrival  
and departure

Regular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13	7:30	1:00	1:00	5:00		
14	7:20	1:00	1:00	5:00		
15	7:24	1:00				
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27	7:20	1:00	1:00	5:00		
28	7:25	1:00	1:00	5:00		
29	7:24	1:00	1:00	5:00		
30						
31	7:20	1:00	1:00	5:00		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

**ROMMEL D. BRAGA**

VERIFIED as to the prescribed office hours:

**VICENTE A. GILOS**

In Charge