

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

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last)	(First)	. (Middle)	
LIBRARY		BRAGA	ROMMEL	D.	
3. DATE OF FILING January 10,2	022 4. POSITION	ADMINISTR	ATIVE AIDE	₽0.00	
	6. DETAIL	S OF APPLICA	TION		
S.A TYPE OF LEAVE TO BE AVAIL	ED OF	6.B D	ETAILS OF LEAVE		
/ 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) 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. 2005)			In case of Vacation/Special Privilege Leave: Within the Philippines Residence 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)		
T0-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. 25, s. 2010) Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (RA No. 8552) Others:			ase of Study Leave: Completion of Master's Degree BAR/Board Examination Reviewer purpose: Monetization of Leave Credits		
INCLUSIVE DATES December 1,2,3 2021		6.D CC	DMMUTATION Not Requested Requested Requested (Signature of App	AGA Jilicant)	
	7. DETAILS OF A	CTION ON API	PLICATION		
AS OF	EDITS ion Leave Sick Leave	F	COMMENDATION for approval for disapproval due to		
	A, Adm. Officer II	_ -	Office of the Chief (Authorized Offi	Librarian	
.C APPROVED FOR:days with paydays without payothers (Specify)		7.D DI	SAPPROVED DUE TO:		
		RDO E. TULIN			
		resident rized Official)			



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APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last)	(First)	, (Middle)	
LIBRARY		BRAGA	ROMMEL	D.	
B. DATE OF FILING January 10,2022	4. POSITION	ADMINIST	FRATIVE AIDE	₽0.00	
	6. DETAIL	S OF APPLIC	CATION		
A TYPE OF LEAVE TO BE AVAILED O	F	6.B	DETAILS OF LEAVE		
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) J 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)		(o. 292)	In case of Vacation/Special Privilege Leave: Within the Philippines Residence Abroad (Specify) In case of Sick Leave: In Hospital (Specify Illness) Out Patient (Specify Illness)		
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. 2005) Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			In case of Special Leave Benefits for Women: (Specify Illness)		
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:		In	case of Study Leave: Completion of Master's Degree BAR/Board Examination Revie ther purpose: Monetization of Leave Credits Terminal Leave		
C NUMBER OF WORKING DAYS APPLIED FOR 4 Days INCLUSIVE DATES December 6,7,9,10, 2021		6.D (Not Requested Requested ROMMEL D. BE (Signature of Ap	RAGA plicant)	
	7. DETAILS OF A	CTION ON A	PPLICATION	/	
CERTIFICATION OF LEAVE CREDITS As of		7.B F	RECOMMENDATION C		
Vacation Le Total Earned Less this application Belance REGINA BIBERA, Ac (Authorized Of	Im. Officer II		For approval For disapproval due to VICENTE A. Office of the Chie (Authorized Office)	f Librarian	
APPROVED FOR:days with paydays without payothers (Specify)		7.D [DISAPPROVED DUE TO:		
		DO E. TULIN			
	(Author	rized Official)			



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

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APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME :	(Last) (First) . (Middle)
LIBRARY		BRAGA ROMMEL D.
3. DATE OF FILING January 10,2022	4. POSITION _	ADMINISTRATIVE AIDE ₱ 0.00
	6. DETAILS	S 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. 88, 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. 25, s. 2010) / Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) Adoption Leave (RA No. 8552)		Abroad (Specify)
C NUMBER OF WORKING DAYS APPLIED FOR 5Days INCLUSIVE DATES December 20-24, 2021		Terminal Leave 6.D COMMUTATION Not Requested Requested ROMMEL D. BRAGA (Signature of Applicant)
	DETAILS OF AC	CTION ON APPLICATION
.A CERTIFICATION OF LEAVE CREDITS As of		7.B RECOMMENDATION For approval
Total Earned Less this application Balance REGINA BIBERA, Adm. (Authorized Officer		VICENTE A. GILOS Office of the Chief Librarian (Authorized Officer)
C APPROVED FOR: days with paydays without payothers (Specify)		7.D DISAPPROVED DUE TO:
		DO E. TULIN
		zed 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	Regular days	
and departure	Saturdays	

Date	A.M.			P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes	
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	101	/					
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13	7 3h	1200	1:00	5:00			
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27	7,10	100	100	5,00			
28	7.25	1500	1:00	570			
29	120	1000	1.00	500		E	
30	4000	Key!					
31/	7:30	120	10	510			

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 had

VICENTE A. GILOS

In Charge