

APPLICATION FOR LEAVE



1. OFFICE/DEPARTMENT	2. NAME : (Last) (First) (Middle)
ODS	BRIT, CHONA AMPO
3. DATE OF FILING	4. POSITION GUIDANCE COORDINATOR III 5. SALARY
	11-Aug-22

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF	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) ☒ 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. 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) ☐ 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:	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	6.D COMMUTATION
One Inclusive Dates July 19, 2022	Requested Not Requested (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS	7.B RECOMMENDATION										
As of <table border="1"> <tr> <td>Sick Leave</td> <td>Vacation Leave</td> <td>Total Earned</td> <td>Less this application</td> <td>Balance</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> REGINA BIBERA, Am. Officer II (Authorized Officer)	Sick Leave	Vacation Leave	Total Earned	Less this application	Balance						For approval For disapproval due to MANOLO B. LORETO, JR. Office/Dept./Unit (Authorized Officer)
Sick Leave	Vacation Leave	Total Earned	Less this application	Balance							

7.C APPROVED FOR:	7.D DISAPPROVED DUE TO:
days with pay days without pay others (Specify)	EDGARDO E. TULIN President (Authorized Official)