



APPLICATION FOR LEAVE

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| 1. OFFICE/DEPARTMENT <p style="text-align: center;">VSU PAVILION</p> | 2. NAME : (Last) (First) (Middle) <p style="text-align: center;">Tanaid Rizal Robles</p> | |
| 3. DATE OF FILING <u>Nov. 08, 2021</u> | 4. POSITION <u>Guesthouse Caretaker</u> | 5. SALARY _____ |

6. DETAILS OF APPLICATION

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| <p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p> | <p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p style="text-align: center;">Within the Philippines _____</p> <p style="text-align: center;">Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p style="text-align: center;">In Hospital (Specify Illness) _____</p> <p style="text-align: center;">Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p style="text-align: center;">Completion of Master's Degree</p> <p style="text-align: center;">BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p style="text-align: center;">Monetization of Leave Credits</p> <p style="text-align: center;">Terminal Leave</p> |
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| <p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>2 days</u></p> <p>INCLUSIVE DATES</p> <p><u>Nov. 02, & 05, 2021</u></p> | <p>6.D COMMUTATION</p> <p style="text-align: center;">Not Requested</p> <p style="text-align: center;">Requested</p> <p style="text-align: center;"> (Signature of Applicant) </p> |
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7. DETAILS OF ACTION ON APPLICATION

| <p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">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> <p style="text-align: center; margin-top: 20px;"> <u>REGINA BIBERA, Am. Officer II</u> (Authorized Officer) </p> | | Vacation Leave | Sick Leave | Total Earned | | | Less this application | | | Balance | | | <p>7.B RECOMMENDATION</p> <p style="text-align: center;">For approval</p> <p style="text-align: center;">For disapproval due to _____</p> <p>_____</p> <p style="text-align: center; margin-top: 20px;"> <u>JOSEFINA M. LARROSA</u> (Authorized Officer) </p> |
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| | Vacation Leave | Sick Leave | | | | | | | | | | | |
| Total Earned | | | | | | | | | | | | | |
| Less this application | | | | | | | | | | | | | |
| Balance | | | | | | | | | | | | | |

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