



Republic of the Philippines  
**ITBAYAT NATIONAL AGRICULTURAL HIGH SCHOOL**  
San Rafael, Itbayat, Batanes

Stamp of Date of Receipt

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT DEPED-INAHS	2. NAME:	(Last) <b>ERIFUL</b>	(First) <b>WILSON</b>	(Middle) <b>GARCIA</b>
3. DATE OF FILING <b>7-12-2024</b>	4. POSITION <b>AOI/Supply Officer</b>	4. SALARY <b>23,370.00</b>		

**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)

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 (R.A. 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 (R.A. 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 (R.A. 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: \_\_\_\_\_

**6. B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within 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** 2 days

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INCLUSIVE DATES  
**July 18 & 19, 2024**

**6. D COMMUTATION**

Not Requested

Requested

\_\_\_\_\_  
(Signature of Applicant)

**7. A CERTIFICATION OF LEAVE CREDITS**  
As of 07-12-2024

	Vacation Leave	Sick Leave
Total Earned	5.476	15.435
Less this application	-	-
Balance	5.476	15.435

**MARIE GAIL C. GONZALES**  
Administrative Aide IV

**7. B RECOMMENDATION**

For Approval

For disapproval due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDWARD E. DITA**  
Head Teacher III/TIC

**7. C APPROVED FOR:**

2 PL days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (Specify)

**DANTE J. MARQUELO, PhD, CESO VI**  
Assistant Schools Division Superintendent

**7. D DISAPPROVED DUE TO:**

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\_\_\_\_\_