



DN-2024-00259

Civil Service Form
No. 6 Revised 2020

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DepEd-SDO Batanes
RECEIVED ANNEX A
By: fel
Date/Time: 7/15/24 3:30

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT: BATANES NATIONAL SCIENCE HIGH SCHOOL

2. NAME: (Last) VIOLA (First) JAMILIN (Middle) P

3. DATE OF FILING: JULY 12, 2024

4. POSITION: SPECIAL SCIENCE TEACHER I

5. SALARY: _____

6. DETAILS 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 (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. 66, 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 (R.A. No. 8552)

Others: National Conference for Youth Ministers

6.B DETAILS OF LEAVE

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: 5 Day/s

INCLUSIVE DATES: July 16-19, 22, 2024

6.D COMMUTATION

- Not Requested
- Requested

[Signature]
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of July 12, 2024

	Vacation Leave	Sick Leave
Total Earned	-	<u>15.95</u>
Less this application		
Balance		<u>15.95</u>

MARY ROSE P. ESCOBIDO
(Authorized Officer)

7.B RECOMMENDATION For

- Approval
- For disapproval due to _____

[Signature]
CARMEN C. NOGUERA
School Principal I

7.C APPROVED FOR:

- 5 days with pay
- _____ days without pay
- _____ others (Specify)

7.D DISAPPROVED DUE TO:

[Signature]
DANTE J. MARCELO, PhD, CESO VI
Asst. Schools Division Superintendent