

## Republic of the Philippines TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY Tower 1 Double Dragon Plaza, EDSA Extension, Pasay City

Stamp of Date of Receipt

## **APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT	2. NAME :	(Last)	(First)	(Middle)			
		ANDRES	MARY JANE,	SANIN			
3. DATE OF FILING August 2, 2021	4. POSITION	Tou	rism Coordinator	5. SALARY			
6. DETAILS OF APPLICATION							
6.A TYPE OF LEAVE TO BE AVAILED OF		6.B DETAILS OF LEAVE					
<ul> <li>Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li>Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> <li>Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</li> </ul>			In case of Vacation/Special Privilege Leave:  Within the Philippines  Abroad (Specify)				
□ 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)			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)			In case of Study Leave:  Completion of Master's Degree  BAR/Board Examination Review  Other purpose:				
Others:			✓ Monetization of Leave Credits  ☐ Terminal Leave				
6.C NUMBER OF WORKING DAYS APPLIED FOR		(	6.D COMMUTATION				
INCLUSIVE DATES			☐ Not Requested ☐ Requested				
			(Signature of Applicant)				
7. DETAILS OF ACTION ON APPLICATION							
7.A CERTIFICATION OF LEAVE CREDITS  As of  Vacation Leave   Sick Leave			7.B RECOMMENDATION  For approval  For disapproval due to				
Total Earned Less this application Balance  ABIGAIL R. PERC HRM Officer V, Human Resource	ELA		ATTY. MAR	RIA TERESA C. ALVAREZ			
7.C APPROVED FOR:  days with pay days without pay others (Specify)			7.D DISAPPROVED DUE	TO:			
JOSEFINA U. SORIANO  Manager, Human Resource Services Division  Administrative Services Department							



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Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			☐ Within the Philippines				
Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Abroad (Specify)				
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)			In case of Sick Leave:				
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)			☐ In Hospital (Specify Illness)				
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)			Out Patient (Specify Illness)				
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)			In case of Special Leave Benefits for Women:				
☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)			(Specify Illness)				
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)							
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			Other purpose:				
Others:			✓ Monetization of Leave Credits				
	_		☐ Terminal Leave				
6.C NUMBER OF WORKING DAYS APPLIED FOR		(	6.D COMMUTATION				
25 Days			☐ Not Requested				
INCLUSIVE DATES			☐ Requested				
			mont				
			(Signature of Applicant)				
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As of			☐ For approval				
Vacation Leave	Sick Leave	Э	☐ For disapproval due	to			
Total Earned Less this application							
Balance							
	17 m/s 64			TEN TENESA S. ALVANEZ			
ABIGAIL R. PERCELA			ATTY. MARIA TERESA C. ALVAREZ				
HRM Officer V, Human Resource Services Division			(Department Head)				
7.C APPROVED FOR:		7	7.D DISAPPROVED DUE	TO:			
days with pay days without pay			***************************************				
days without pay others (Specify)							
JOSEFINA U. SORIANO							
Manager, Human Resource Services Division Administrative Services Department							