

APPLICATION FOR LEAVE

1. OFFICE/AGENCY 2. NAME (Last Name) (First Name) (Middle Name)

3. DATE OF FILING 4. POSITION 5. SALARY (Monthly)

DETAILS OF APPLICATION

6. TYPES OF LEAVE

_____ Vacation
 _____ To seek employment
 _____ Other (specify)
 _____ Terminal

_____ Sick
 _____ Maternity
 _____ Other (specify)

Where leave will be spent
 1. In case of vacation leave
 _____ within the Philippines
 _____ Abroad (specify)

2. In case of sick leave
 _____ out patient (specify)
 _____ Hospital (specify)

C. Number of Working Days
 No. Of Day/s _____
 Inclusive dates _____

D. Computation _____

 (Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. a) CERIFICATION OF LEAVE CREDITS

7. B) RECOMMENDATION

As of _____

_____ Approved
 _____ Disapproved due to

VACATION	SICK	TOTAL
DAYS	DAYS	DAYS

REGGIE N. NIERRA, MPM
 Administrative Officer V / HRMO III

 AUTHORIZED OFFICIAL

c. Approved for

d. DISAPPROVED

_____ days with pay
 _____ days without pay
 _____ others (specify)

 Signature of Authorized Official

APPLICATION FOR LEAVE

1. OFFICE/AGENCY 2. NAME (Last Name) (First Name) (Middle Name)

3. DATE OF FILING 4. POSITION 5. SALARY (Monthly)

DETAILS OF APPLICATION

6. TYPES OF LEAVE

_____ Vacation
 _____ To seek employment
 _____ Other (specify)
 _____ Terminal

_____ Sick
 _____ Maternity
 _____ Other (specify)

Where leave will be spent
 1. In case of vacation leave
 _____ within the Philippines
 _____ Abroad (specify)

2. In case of sick leave
 _____ out patient (specify)
 _____ Hospital (specify)

C. Number of Working Days
 No. Of Day/s _____
 Inclusive dates _____

D. Computation _____

 (Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. a) CERIFICATION OF LEAVE CREDITS

7. B) RECOMMENDATION

As of _____

_____ Approved
 _____ Disapproved due to

VACATION	SICK	TOTAL
DAYS	DAYS	DAYS

REGGIE N. NIERRA, MPM
 Administrative Officer V / HRMO III

 AUTHORIZED OFFICIAL

c. Approved for

d. DISAPPROVED

_____ days with pay
 _____ days without pay
 _____ others (specify)

 Signature of Authorized Official