

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last) (First) (Middle)
3. DATE OF FILING	4. POSITION
	5. SALARY (Monthly)

DETAILS OF APPLICATION

<p>6. (A) TYPE OF LEAVE <input type="checkbox"/> - Vacation <input type="checkbox"/> - To seek employment <input type="checkbox"/> - Sick <input type="checkbox"/> - Maternity <input type="checkbox"/> - Others (Specify) _____</p> <hr/> <p>6. (C) NO. OF WORK DAYS APPLIED FOR: _____</p> <p>INCLUSIVE DATES: _____</p> <p>RECOMMENDING APPROVAL</p>	<p>6. (B) WHERE LEAVE WILL BE SPENT</p> <p>1. In case of Vacation Leave <input type="checkbox"/> - Within the Philippines <input type="checkbox"/> - Abroad (Specify) _____ _____ _____</p> <p>2. In case of Sick Leave <input type="checkbox"/> - In Hospital (Specify) _____ _____ <input type="checkbox"/> - Outpatient (Specify) _____ _____</p> <p>6. (D) COMMUTATION <input type="checkbox"/> - Requested <input type="checkbox"/> - Not Requested</p>
	<p style="text-align: right;">Signature of Applicant</p> <p>Emp. # _____ Stn. # _____</p> <p>Effective Date of Permanency: _____</p>

DETAILS OF ACTION ON APPLICATION

<p>7. (A) CERTIFICATION OF LEAVE CREDITS AS OF: _____</p> <table style="width:100%; margin-top: 10px;"> <tr> <td style="text-align: right;">Vacation :</td> <td style="text-align: center;">Sick</td> <td style="text-align: center;">:</td> <td style="text-align: center;">Total</td> </tr> <tr> <td>Bal.beg.:</td> <td>_____</td> <td>:</td> <td>_____</td> </tr> <tr> <td>Less:</td> <td>_____</td> <td>:</td> <td>_____</td> </tr> <tr> <td>Bal. End:</td> <td>_____</td> <td>:</td> <td>_____</td> </tr> </table> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">SUZETTA C. ESCOLTA Administrative Officer V</p> <p>7. (C) APPROVAL FOR: _____ days with pay _____ days without pay _____ days others (specify)</p>	Vacation :	Sick	:	Total	Bal.beg.:	_____	:	_____	Less:	_____	:	_____	Bal. End:	_____	:	_____	<p>7. (B) RECOMMENDATION FOR: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____ _____ _____</p> <p>7. (D) DISAPPROVAL DUE TO: _____ _____ _____</p>
Vacation :	Sick	:	Total														
Bal.beg.:	_____	:	_____														
Less:	_____	:	_____														
Bal. End:	_____	:	_____														

 Regional Director