

APPLICATION FOR LEAVE

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

DETAILS OF APPLICATION

<p>6a. TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation</p> <p><input type="checkbox"/> To seek employment</p> <p><input type="checkbox"/> Others (specify) _____</p> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Maternity/Paternity</p> <p><input type="checkbox"/> Others (specify) _____</p> <p>_____</p> <p>b. NUMBER OF WORKING DAYS APPLIED FOR</p> <p>_____</p> <p>_____</p>	<p>c. WHERE LEAVE WILL BE SPENT?</p> <p>1. IN CASE OF VACATION LEAVE?</p> <p><input type="checkbox"/> Within the Philippines</p> <p><input type="checkbox"/> Abroad (specify) _____</p> <p>2. IN CASE OF SICK LEAVE</p> <p><input type="checkbox"/> In hospital (specify) _____</p> <p>_____</p> <p>d. COMMUTATION</p> <p><input type="checkbox"/> Requested</p> <p><input type="checkbox"/> Not Requested</p> <p>_____</p> <p style="text-align: center;">Name of Employee</p>
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DETAILS OF ACTION ON APPLICATION

<p>7a. CERTIFICATION OF LEAVE CREDITS</p> <p>As of _____</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:33%;">VACATION</th> <th style="width:33%;">SICK</th> <th style="width:33%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> </tr> </tbody> </table> <p>_____</p> <p style="text-align: center;">RITA SR CAPULE HRMO IV</p>	VACATION	SICK	TOTAL				Days	Days	Days	<p>b. RECOMMENDATION</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved due to _____</p> <p>_____</p> <p style="text-align: center;">(Head of Office)</p>
VACATION	SICK	TOTAL								
Days	Days	Days								

<p>7c. APPROVED FOR: By the authority of the Provincial Governor</p> <p>_____ Days with pay</p> <p>_____ Days without pay</p> <p>_____ Others (specify) _____</p>	<p>7d. DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>
<p>APPROVED:</p> <p style="margin-top: 20px;">CYNTHIA P. ABIOL Provincial Human Resource Mgt. Officer</p>	