

APPLICATION FOR LEAVE

1. Office/Agency	2. Name (last)	First	Middle
3. Date of Filing	4. Position		5. Salary (Month)

DETAILS OF APPLICATION

<p>6. a) 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>.....</p> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Maternity</p> <p><input type="checkbox"/> Others (specify)</p> <p>.....</p> <p>c) Number of Working Days applied for</p> <p>.....</p> <p>Inclusive Dates.....</p>	<p>b) WHERE LEAVE WILL BE SPENT</p> <p>* In case of vacation leave</p> <p><input type="checkbox"/> Within the Philippines</p> <p><input type="checkbox"/> Abroad (specify)</p> <p>.....</p> <p>* IN CASE OF SICK LEAVE</p> <p><input type="checkbox"/> In hospital (specify)</p> <p>.....</p> <p><input type="checkbox"/> Out Patient (specify)</p> <p>.....</p> <p>COMMUTATION</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p>.....</p> <p style="text-align: center;">Signature of Applicant</p>
---	---

DETAILS OF ACTION IN APPLICATION

<p>7. a) Certificate of Leave Credits</p> <p>As of</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 33%;">Vacation</td> <td style="width: 33%;">Sick</td> <td style="width: 33%;">Total</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> </table> <p>.....</p> <p style="text-align: center;">Personnel Officer</p> <p>c) APPROVED FOR</p> <p>.....days with pay</p> <p>.....days without pay</p> <p>..... others (specify)</p>	Vacation	Sick	Total	days	days	days	<p>b) Recommendation</p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Disapproval due to</p> <p>.....</p> <p style="text-align: center;">Authorized Official</p> <p>d. DISAPPROVED TO</p> <p>.....</p>
Vacation	Sick	Total					
days	days	days					

Signature

Authorized Official

DATE: