

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last) (First) (Middle Name)				
3. Date of Filing	4. Position:	5. Salary (Monthly)			
6 a) TYPE OF LEAVE [<input type="checkbox"/>] Vacation ____ to seek employment ____ others (specify) [<input type="checkbox"/>] Sick [<input type="checkbox"/>] Maternity [<input type="checkbox"/>] Others (specify)(Force leave)		6 b) WHERE LEAVE WILL BE SPENT 1. In Case of Vacation Leave [<input type="checkbox"/>] Within the Philippines [<input type="checkbox"/>] Abroad (Specify) 2. In Case of Sick Leave [<input type="checkbox"/>] In hospital (Specify) [<input type="checkbox"/>] At home			
6. c) NUMBER OF WORKING DAYS APPLIED For _____ days Inclusive Date: _____		6 d) COMMUTATION [<input type="checkbox"/>] Requested [<input type="checkbox"/>] Not requested _____ (Signature of Applicant)			
7. a) CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Vacation leave</td><td style="width: 33%;">Sick Leave</td><td style="width: 33%;">Total</td></tr></table>		Vacation leave	Sick Leave	Total	7. b) RECOMMENDATION [<input type="checkbox"/>] Approved [<input type="checkbox"/>] Disapproved due to _____
Vacation leave	Sick Leave	Total			
7. c) APPROVED FOR: ____ days with pay ____ days without pay ____ others (Specify)		7. d) DIS-APPROVED DUE TO: _____ (Signature)			
<u>RYAN SEARES LUNA</u> (Authorized Official)					
<u>MAYOR</u> (Designation)					