

APPLICATION FOR LEAVE

1. Office/Agency _____ 2. NAME (Last) _____ (First) _____ (M.I.) _____

3. Date of Filing _____ 4. Position _____ (Monthly) _____

DETAILS OF APPLICATION

6. A) Type of Leave: Vacation
 To Seek Employment
 Others (Specify) _____

6. B) Where Leave will be Spent?
 1. In case of Vacation Leave
 Within the Philippines
 Abroad Specify _____

Sick
 Maternity
 Others (Specify) _____

2. In case of Sick Leave
 In Hospital (Specify) _____
 Out Patient (Specify) _____

6. C) Number of Working Days Applied for: VL SL

6. D) Commutation
 Requested Not Requested

Inclusive Dates

Signature of Applicant

Details of Action on Application

7. A) Certification of Leave Credits as of _____

7. B) Recommendations:
 Approval
 Disapproval due to _____

Vacation	Sick	T O T A L
Days	Days	Days

(Authorized Official)

ELLEN CHRISTINE V. SUPANGAN
SUPERVISING ADMINISTRATIVE OFFICER
(HRMO-Designate)

7. C) Approved for:

_____ Days with Pay
 _____ Days without Pay
 _____ Others (Specify) _____

Signature

ATTY. JAN HENDRIK I. VALLECER
Municipal Mayor

Date _____

INSTRUCTIONS

1. and to be accomplished at least in duplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance or exceeding five days shall be accomplished by a medical certification. In case medical consultation was not appealed of, an affidavit should be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to received his/her salary corresponding to the period of his/her unauthorized leave.
5. An application for leave of absence for thirty (30) calendar days or more shall be accomplished by a clearance from money and property accountabilities.

COMPUTATION

V/L	S/L	TOTAL
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CERTIFIED CORRECT:

ELLEN CHRISTINE V. SUPANGAN
Human Resource Management Officer II

