



MISAMIS OCCIDENTAL I ELECTRIC COOPERATIVE, INC.
Magcamiguing, Calamba, Misamis Occidental

088-271-3661
088-564-8140

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REQUEST FOR VACATION/SICK LEAVE/ABSENCE

Date Filed: 06-20-2024

Leave Slip No.: HRLF-202407-252

TO: HR SECTION

Name: EDGAR ATAY

Total Number of Days Leave: 1.00

Date of Leave: July 16, 2024 to July 17, 2024

Tentative Balance to Date

Vacation Leave 27

Sick Leave 107.82

Type of Leave: Sick Leave

Reasons/Particulars/ (Required): fever

Filed by:

EDGAR ATAY
Substation Tender

Recommending Approval:

Noted by:

Approved by:

FELMOR ARBOLADORA
Engineering Services Division Chief

FELMOR ARBOLADORA
Engineering Services Division Chief

DANILO CABURAL
OIC General Manager