

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

088-271-3661 088-564-8140



## **REQUEST FOR VACATION/SICK LEAVE/ABSENCE**

			Date Filed:
			Leave Slip No.:
TO: HR SECTION			
Name:			
Total Number of Day	ys Leave:	_	
Date of Leave:		to	Tentative Balance to Date
		<u></u>	Vacation Leave
			Sick Leave
Type of Leave:			
Reasons/Particulars/	(Required):		-
			Filed by:
Recommending Approval:		Noted by:	Approved by: