

أجازة إضطرارية بدون راتب
Unpaid Emergency Leave

نوع الطلب
Request Type

04/Oct/2023		تاريخ تقديم الطلب Request Date		بيانات الموظف Employee Details	
تاريخ انتهاء الإقامة Iqama Expiry date		رقم الهوية / الإقامة ID/Iqama No.		الرقم الوظيفي Emp ID.	
9/2/2024		2489688859		401749	
تاريخ نهاية الإجازة Leave End Date		مطار الوجهة Destination Airport		مطار المغادرة Departure Airport	
24/Oct/2023		Ninoy aquino International Airport(Manila)		King fahd international airport (Dammam)	
رقم الجوال في بلد الوصول Mobile No. at Home		رقم الجوال في السعودية Mobile No. in Saudi		الجنسية Nationality	
(+63)9282198267		(+966)598003681		Filipino	
المشروع / القسم Project / Department		رقم المشروع / القسم Project/Dep Number		توقيع صاحب الطلب Requester's Signature	
مشروع مطار الملك فهد الدولي		4012			
				إجمالي عدد أيام الإجازة Total Leave Days	
				18	
إخلاء الطرف Clearance					
Administration/Department		التوقيع/Signature		الاسم/Name	
Project Manager				عبدالحكيم العمار	
Project Accountant				عبدالله طه	
Project Administrator				احمد الدوسري	
Vehicles Section				خالد الخالدي	
Legal Affairs					
IT Department					
Company SIM					
Custodies and Loans (CL)					
GOSI					
Medical Section					
علاقات الموظفين Employees Relations					
/ /		تاريخ آخر مباشرة عمل:		/ /	
احتساب فترة الإنذار: يوم		<input type="checkbox"/> غير مستحقة نظاماً : <input type="checkbox"/>		مستحقة نظاماً : <input type="checkbox"/>	
		التوقيع:		اسم اختصاصي الموارد البشرية:	
		التوقيع:		مدير إدارة الموارد البشرية:	

نرجو ملاحظة أن الموافقة على الاستقالة أو رفضها يكون من قسم الموارد البشرية فقط ولا يُعتمد بأي جهة أخرى. سوف يتم دفع راتب الإجازة تلقائياً لصاحب الطلب إذا كانت مدتها 30 يوم فأكثر. يجب تقديم طلب الخروج و العودة قبل 3 أشهر وإنهاء التعاقد قبل شهرين. حرصاً على خدمتكم لن يتم النظر بأي طلب غير مكتمل (بيانات + مرفقات).

Please note that only HR Administration authorized to approve RESIGNATIONS. Advance salary will be automatically paid if leave period is 30 days or more. Leave form must be submitted 3 months before , 2 month for Employem Termination. Only completed requests will be processed.

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

الجمهورية العربية السعودية
وزارة الداخلية
RESIDENT IDENTITY

المملكة العربية السعودية
وزارة الداخلية

401749

ALEX GARCIA GARCIA

اليفكس غارسيا غارسيا



الرقم ٢٤٨٩٦٨٨٨٥٩ نسخة ٢

مكان الاصدار الخدمات الالكترونية

الاصدار ١٤٤٤/٠٧/٢٨ الميلاد ١٩٨٧/٠٣/١٠

المهنة فني ميكانيك / صيانة عامة

الجنسية الفلبين

صاحب العمل شركة نباتات للمقاولات

الحياته شهر ذلك

2489688859



Passenger: Garcia Alex Mr (10MAR87)

Booking ref: RVBDVP

Ticket number: 079 2415744976



Issuing office:

ELAA TRAVEL, TOURISM AND CARGO CO. LTD.,
DAMMAM, -, KSA

Telephone: -

Date: 13Sep2023

ELECTRONIC TICKET RECEIPT

Please note that registration through the eTravel Portal is required for all international passengers arriving in the Philippines and Filipino passengers departing from the Philippines. Register at: <https://etravel.gov.ph>

At check-in, you must present: (i) a government-issued ID and the document provided for reference during the reservation process; (ii) documentary proof of eligibility for any exemptions or discounts (e.g., OFW, Senior Citizen, PWD, etc.) that were applied at the time of purchase, if applicable.

From	To	Flight	Departure	Arrival	Last check-in
DAMMAM KING FAHD INTL	MANILA NINOY AQUINO INTL Terminal: 1	PR683	19:20 06Oct2023	10:25 07Oct2023	
Class: T	Operated by: PHILIPPINE AIRLINES				
Seat: 58A	Marketed by: PHILIPPINE AIRLINES				
Baggage (4): 2PC	Booking status (1): OK			NVA (3): 05Feb2024	
Fare basis: TLFSA				Duration: 10:05	
MANILA NINOY AQUINO INTL Terminal: 1	DAMMAM KING FAHD INTL	PR682	12:50 24Oct2023	17:40 24Oct2023	
Class: T	Operated by: PHILIPPINE AIRLINES				
Seat:	Marketed by: PHILIPPINE AIRLINES				
Baggage (4): 2PC	Booking status (1): OK			NVA (3): 05Feb2024	
Fare basis: TLFSA				Duration: 09:50	

(1) OK = Confirmed; RQ = Waitlist; SA = Space Available; NS = No Seat (2) NVB = Not valid before (3) NVA = Not valid after (4) Each passenger can check in a specific amount of baggage at no extra cost as indicated above in the column baggage. Each piece of baggage may not exceed the specified weight.

PAYMENT DETAILS

Fare Calculation: DMM PR MNL306.66PR

DMM306.66NUC613.32END ROE3.75

Form of payment: CC VI XXXXXXXXXXXXX3318
XXXX 550523/SAR2706.00

Endorsements: ECONOMY SAVER NONEND AND PNLTIES
APPLY

FARE DETAILS

Fare: SAR 2300.00

Taxes: SAR 16.00E3
SAR 110.00IO
SAR 37.00LI

Carrier Imposed Fees: SAR 220.00YQ

Total Amount: SAR 2683.00

Fee OBT02 TSC SAR 23.00

Total OB Fees: SAR 23.00

Grand Total: SAR 2706.00

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LEGAL AND PASSENGER NOTICES

ELECTRONIC TICKET

Travel to, from, within the Philippines is governed by DOTC-DTI Administrative Order No. 01, Series of 2012, text of which may be viewed at: www.philippineairlines.com/PassengerBillOfRights. If the passenger's journey involves an ultimate destination or a stop in a country other than the country of departure, the Warsaw or Montreal Convention, may apply. The applicable treaty, including special contracts of carriage embodied in any applicable tariffs governs and may limit the carrier's liability for death or bodily injury or loss or damage to baggage, and for delay.

Domestic and International air transportation are subject to the conditions of carriage of the transporting carrier(s). Other carriers on which you may be ticketed may have different conditions of carriage. Passengers may obtain further information or inspect the full text of the conditions of carriage and other legal notices which are herein incorporated by reference and made part of the contract of carriage, from any location where the carrier's tickets are sold, or at <https://www.philippineairlines.com/LegalNotices>, which include, but are not limited to:

- (a) Limits on liability for injury or death, and for loss, damage, or delay of baggage, including fragile or perishable goods;
- (b) Claim restrictions, including time periods within which passengers must file a claim or bring action against the carrier;
- (c) Rights of the carrier to change terms of the contract of carriage;
- (d) Rules on reservations, baggage allowance, check-in times, travel documentary requirements & refusal to carry;
- (e) Rights of the carrier & limits of liability for delay, cancellations or failure to perform service including scheduled changes, substitution of air carrier or aircraft and rerouting;
- (f) Refund and rebooking policies; and
- (g) Other important reminders.

The carriage aboard the aircraft of hazardous materials like aerosols, fireworks and flammable liquids is forbidden. Further information on these restrictions may be viewed at https://www.faa.gov/about/initiatives/hazmat_safety/

Data Protection Notice - Your Personal Data will be processed in accordance with our Data Privacy Policy which may be viewed at <https://www.philippineairlines.com/PrivacyPolicy> and/or the applicable carrier's privacy policy for flights operated by our partners. If your booking is made via a reservation system provider ("GDS"), their privacy policy may likewise apply.

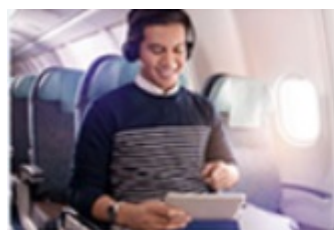
These are available at: <https://www.iatatravelcentre.com/privacy>, or from the carrier(s) or GDS directly. You should read the documents which apply to your booking as they specify how your Personal Data is collected, stored, used, disclosed and transferred.

For roundtrip/multiple sectors, the most restrictive fare rules shall apply.

Click to view [Fare Rules and Conditions](#)

A single piece of checked baggage should weigh no more than 32kgs (70lbs). Any baggage exceeding the 32kgs weight limit should be repacked or will not be accepted for carriage.

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*Available on select international flights.





تأشيرة خروج وعودة (مفردة)
Electronic Exit Re-Entry Visa (Single)

رقم التأشيرة: 183086562
رقم الجواز: P3835834B
رقم الإقامة: 2489688859
تاريخ انتهاء الإقامة: 09/02/2024 ١٤٤٥/٠٧/٢٨
اسم صاحب التأشيرة: ALEX GARCIA GARCIA
عدد المرافقين في الجواز: 0
السفر قبل: 02/01/2024 ١٤٤٥/٠٦/٢٠
مدة التأشيرة: 30 يوم/أيام من تاريخ المغادرة
Visa Number: 183086562
Passport Number: P3835834B
Iqama Number: 2489688859
Iqama Expiration Date: 09/02/2024
Visa Holder: ALEX GARCIA GARCIA
Passport's Dependents Number: 0
Exit Before: 02/01/2024
Visa Period: 30 days from departure date

This visa is valid for passport holder and all dependents added on the same passport

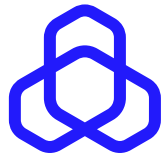
هذه التأشيرة صالحة لحامل الجواز إضافة إلى جميع المرافقين المضافين على نفس الجواز

Important Instructions

تعليمات هامة

- The visa holder should travel with all dependents added on his passport. لا يمكن لصاحب التأشيرة السفر دون اصطحاب جميع المرافقين المضافين على جواز سفره.
- This visa is not valid for entry if the passport was not stamped using the official passport seal in the exit port. تعتبر هذه التأشيرة غير صالحة للعودة في حالة عدم وجود ختم الجوازات (الخروج) على جواز السفر.
- The visa should be cancelled in case of not wanting to travel within the period of authorized travel, and so as not incur a penalty number 61 of the residence policy. يجب إلغاء التأشيرة في حالة عدم الرغبة في السفر خلال المدة المصرح بها بالسفر وذلك لكيلا تتعرض لعقوبة المادة رقم ٦١ من نظام الإقامة.
- This visa is considered not valid in case of any scratch on the document. تعتبر هذه التأشيرة ملغية في حالة وجود أي كشط أو تغيير في محتواها.
- To verify visa information please visit: www.evisa.com.sa للتحقق من صحة معلومات التأشيرة يرجى زيارة www.evisa.com.sa
- Please call (+966) 920000356 if you have any enquiry. يرجى الاتصال على ٩٢٠٠٠٠٣٥٦ (+٩٦٦) في حالة وجود أي استفسار.

مصرف الراجحي
alrajhi bank



إيصال الفاتورة

Bill Receipt

MOI payment

التاريخ Date

Ref. W -/004-2489688859-4885537606

PM 1:46 - 2023/10/4

Payment Details		تفاصيل الفاتورة
Amount	200.00 SAR	المبلغ
Status	Paid/مدفوعة	الحالة
Account	ALEX - GARCIA GARCIA SA** ***** 0774	الحساب
Service Type	Alien Control	نوع الخدمة
Application Type	Exit Re-entry Visa (Single)	نوع الطلب



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