



## LEAVE APPLICATION FORM

Name : Norvin S. Crujido  
 Department : PES  
 From : 1:00 PM 10/27/2025

Designation : Associate Developer  
 Date Filed : 10/27/2025  
 To: 7:06 PM 10/27/2025

- Vacation Leave Reason: \_\_\_\_\_  
 Sick Leave Reason: cold and migraine  
 Emergency Leave Reason: \_\_\_\_\_

- Paternity Leave  
 Maternity Leave

Submitted by: Approved by:

Noted by:

Norvin Crujido

Aldwin Tablante

Immediate Head

Julieta Abundo

HR Manager

Leave Balance (To be filled out by the HR/Admin Officer only):

Leave Credits	Sick Leave	Vacation Leave
Available		
Applied		
Balance		

*Copy Distribution: 1 – Admin (201 file) 2 – Admin (Payroll Attachment) 3 - Employee*

*Note: Vacation Leave Application should be submitted to Immediate Head at least 3 days before actual leave.*

*Medical Certificate must be attached if Sick Leave is 2 days or more; must be filed immediately upon reporting to work*



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