



**AUKSILYO**  
PROFESSIONALS

## 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

Julieta Abundo

Name of Employee

Immediate Head

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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