



REPUBLIC OF THE PHILIPPINES
Tourism Infrastructure and Enterprise Zone Authority
Makati

APPLICATION FOR LEAVE

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
Corporate Planning Dept.	63	Laranas	Belinda	Duran
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
26-Nov-20	Sr. Corporate Planning Specialist	P46,000+		

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE

☒

Vacation

Reason _____

☐

Sick

☐

Maternity/Paternity

☐

Others (Specify)

FORCED LEAVE

6. B) WHERE LEAVE WILL BE SPENT :

1. IN CASE OF VACATION LEAVE

☐

Within the Philippines

Abroad (Specify) EUROPE

IN CASE OF SICK LEAVE

☐

In Hospital (Specify) _____

☐

Out-Patient (Specify) _____ flu

6. C) NUMBER OF WORKING/CALENDAR DAYS:

APPLIED FOR : _____ 2 WORKING DAYS

From December 10, 2020 and

To December 17, 2020

6. D) COMMUTATION

☐

Requested

☐

Not Requested

Belinda Laranas
(Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. A) CERTIFICATION OF LEAVE CREDITS

as of _____

7. B) RECOMMENDATION

☐

Approval _____

☐

Disapproval due to: _____

Vacation	Sick	Total
Days	Days	Days

ABIGAIL PERCELA

HRM Officer V

Human Resource Services Division

FRANCIS RANDY J. HORTELANO

Manager, Corporate Planning Department

7. C) APPROVED FOR :

_____ days with pay

_____ days without pay

_____ Others (specify)

7. D) DISAPPROVED DUE TO:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division

Administrative Services Department

Date :

PLEASE SEE INSTRUCTIONS AT THE BACK