




6th & 7th Floors, Tower 1
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Double Dragon Meridian Park
Macapagal Avenue corner
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Pasay City 1302

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 adminservices@tieza.gov.ph
 www.tieza.gov.ph

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
TERD-IAD	3130	CAMPOS,	MOONETTE	CALIBOSO
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)	
16 December 2020	ENTERPRISE SERVICES SPECIALIST			

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE

☐ Vacation _____

☐ Reason _____

☐ Sick _____

☐ Maternity/Paternity _____

☒ Others (Specify)

MC VI – Special Leave (Filial)

6. B) WHERE LEAVE WILL BE SPENT:

1. IN CASE OF VACATION LEAVE

☐ Within the Philippines

☐ Abroad (Specify) _____

2. IN CASE OF SICK LEAVE

☐ In Hospital (Specify) _____

☐ Out-Patient (Specify) _____

6. C) NUMBER OF WORKING/CALENDAR DAYS:

APPLIED FOR: Two (2) days

From: 21 and 28 December 2020

To: _____

6. D) COMMUTATION

☐ Requested ☐ Not Requested

(Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. A) CERTIFICATE OF LEAVE CREDITS

as of _____

Vacation	Sick	Total
Days	Days	Days

ABIGAIL R. PERCELA
HRM Officer IV
Human Resource Services Division

7. B) RECOMMENDATION

☐ Approval _____

☐ Disapproval due to: _____

ATTY. NIÑO RUPERTO F. AQUINO
Manager
TEZ Regulation Department

7. C) APPROVED FOR:

_____ days with pay

_____ days with pay

_____ Others (specify)

IOSEFINA U. SORIANO
Manager
Manager, Human Resource Services Division

7. D) DISAPPROVED TO: _____

DATE: _____

PLEASE SEE INSTRUCTION AT THE BACK