

Municipal Government of Balingasag

Balingasag, Misamis Oriental

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT IT	2. NAME (Last, First, Middle) Moreno, Paul Adrian Baseo	
3. DATE OF FILING November 10, 2025	4. POSITION IT Support Specialist	5. SALARY N/A
6. DETAILS OF APPLICATION		
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Paternity Leave	6.B DETAILS OF LEAVE test	
6.C NUMBER OF WORKING DAYS APPLIED FOR 7 day(s) INCLUSIVE DATES 2025-11-12 to 2025-11-20	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested	
REASON FOR LEAVE test		
7. DETAILS OF ACTION ON APPLICATION		
7.A CERTIFICATION OF LEAVE CREDITS (Signature) Authorized Officer	7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval	
7.C APPROVED FOR: 7 day(s) with pay	7.D DISAPPROVED DUE TO: ... (Signature) Authorized Official	