

**Municipal Government of Balingasag**

Balingasag, Misamis Oriental

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT <b>Finance</b>		2. NAME (Last, First, Middle) <b>Rodrigo, Liezel E</b>													
3. DATE OF FILING <b>November 11, 2025</b>	4. POSITION <b>Accountant</b>	5. SALARY <b>₱0.00</b>													
<b>6. DETAILS OF APPLICATION</b>															
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> <b>Sick Leave</b>		6.B DETAILS OF LEAVE <input type="checkbox"/> <b>In Hospital</b> <input checked="" type="checkbox"/> <b>Out Patient: cough</b>													
6.C NUMBER OF WORKING DAYS APPLIED FOR <b>6 day(s)</b> INCLUSIVE DATES <b>2025-11-11 to 2025-11-18</b>		6.D COMMUTATION <input type="checkbox"/> <b>Not Requested</b> <input type="checkbox"/> <b>Requested</b>													
REASON FOR LEAVE <b>cough</b>															
<b>7. DETAILS OF ACTION ON APPLICATION</b>															
7.A CERTIFICATION OF LEAVE CREDITS		7.B RECOMMENDATION													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td><b>Total Earned</b></td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> </tr> <tr> <td><b>Less this Application</b></td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> </tr> <tr> <td><b>Balance</b></td> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> </tr> </tbody> </table>			Vacation Leave	Sick Leave	<b>Total Earned</b>	...	...	<b>Less this Application</b>	...	...	<b>Balance</b>	...	...	<input type="checkbox"/> <b>For approval</b> <input type="checkbox"/> <b>For disapproval due to...</b>	
	Vacation Leave	Sick Leave													
<b>Total Earned</b>	...	...													
<b>Less this Application</b>	...	...													
<b>Balance</b>	...	...													
<div style="text-align: right; margin-bottom: 10px;"><b>(Signature)</b></div> Authorized Officer		<div style="text-align: right; margin-bottom: 10px;"><b>(Signature)</b></div> Authorized Official													
7.C APPROVED FOR:  <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b>		7.D DISAPPROVED DUE TO:													