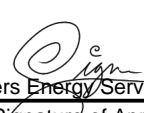


## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <u>N/A</u>	2. NAME : (Last) (First) (Middle) <u>Company, Wattsavers Energy Services</u>													
3. DATE OF FILING: <u>2025-02-19</u>	4. POSITION: <u>Presidential Staff Officer I</u>	5. SALARY: <u>0.00</u>												
<b>6. DETAILS OF APPLICATION</b>														
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Vacation Leave <input type="checkbox"/> Mandatory/Forced Leave <input type="checkbox"/> Sick Leave <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Special Privilege Leave <input type="checkbox"/> Solo Parent Leave <input type="checkbox"/> Study Leave <input type="checkbox"/> 10-Day VAWC Leave <input type="checkbox"/> Rehabilitation Privilege <input type="checkbox"/> Special Leave Benefits for Women <input type="checkbox"/> Special Emergency (Calamity) Leave <input type="checkbox"/> Adoption Leave <input type="checkbox"/> CTO Leave Others: _____		6.B DETAILS OF LEAVE <b>In case of Vacation/Special Privilege Leave:</b> <input checked="" type="checkbox"/> Within the Philippines: _____ <input type="checkbox"/> Abroad (Specify): _____ <b>In case of Sick Leave:</b> <input type="checkbox"/> In Hospital (Special Illness): _____ <input type="checkbox"/> Out Patient (Special Illness): _____ <b>In case of Special Leave Benefits for Women:</b> <input type="checkbox"/> (Special Illness): _____ <b>In case of Study Leave:</b> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <b>Other Purpose:</b> <input type="checkbox"/> Monetization of Leave Credits <input checked="" type="checkbox"/> Terminal Leave												
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>1</u> INCLUSIVE DATES <u>2025-02-28</u>		6.D COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested <div style="text-align: center; margin-top: 20px;">   <u>Wattsavers Energy Services Company</u>          (Signature of Applicant)       </div>												
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
7.A CERTIFICATION OF LEAVE CREDITS  As of <u>2025-02-19</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td><i>Total Earned</i></td> <td>23.250</td> <td>0.250</td> </tr> <tr> <td><i>Less this application</i></td> <td>23.000</td> <td>0.000</td> </tr> <tr> <td><i>Balance</i></td> <td>0.250</td> <td>0.250</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;"> <u>N/A</u>          (Authorized Officer)       </div>			Vacation Leave	Sick Leave	<i>Total Earned</i>	23.250	0.250	<i>Less this application</i>	23.000	0.000	<i>Balance</i>	0.250	0.250	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to: _____  <div style="text-align: center; margin-top: 20px;"> <u>N/A</u>          (Authorized Officer)       </div>
	Vacation Leave	Sick Leave												
<i>Total Earned</i>	23.250	0.250												
<i>Less this application</i>	23.000	0.000												
<i>Balance</i>	0.250	0.250												
7.C APPROVED FOR: <u>      </u> days with pay <u>      </u> days without pay Others (Specify): _____		7.D DISAPPROVED DUE TO: _____  <div style="text-align: center; margin-top: 20px;"> <u>N/A</u>          (Authorized Official)       </div>												