

Republic of the Philippines

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <u>Office of the Commissioner - Ex Officio</u>	2. NAME : (Last) (First) (Middle) <u>Company, Wattsavers Energy Services</u>													
3. DATE OF FILING: <u>2025-01-25</u>	4. POSITION: <u>Presidential Staff Officer I</u>	5. SALARY: <u>0.00</u>												
6. DETAILS OF APPLICATION														
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 <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines: _____ <input type="checkbox"/> Abroad (Specify): _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Special Illness): _____ <input type="checkbox"/> Out Patient (Special Illness): _____ <i>In case of Special Leave Benefits for Women:</i> <input type="checkbox"/> (Special Illness): _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other Purpose:</i> <input checked="" type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>1</u> INCLUSIVE DATES <u>2025-02-01</u>	6.D COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested <div style="text-align: center; color: red; font-weight: bold;">Please upload your e-sign</div> <div style="text-align: center;"> <u>Wattsavers Energy Services Company</u> (Signature of Applicant) </div>													
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS <div style="text-align: center;">As of <u>2025-01-25</u></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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 style="text-align: center;"><i>Total Earned</i></td> <td style="text-align: center;">23.250</td> <td style="text-align: center;">0.250</td> </tr> <tr> <td style="text-align: center;"><i>Less this application</i></td> <td style="text-align: center;">23.000</td> <td style="text-align: center;">0.000</td> </tr> <tr> <td style="text-align: center;"><i>Balance</i></td> <td style="text-align: center;">0.250</td> <td style="text-align: center;">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>													