

## 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>2025-02-24</u>	4. POSITION: <u>Presidential Staff Officer I</u>	5. SALARY: <u>419144.00</u>												
<b>6. DETAILS OF APPLICATION</b>														
6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave <input type="checkbox"/> Mandatory/Forced Leave <input type="checkbox"/> Sick Leave <input checked="" 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><i>In case of Vacation/Special Privilege Leave:</i></b> <input type="checkbox"/> Within the Philippines: _____ <input type="checkbox"/> Abroad (Specify): _____  <b><i>In case of Sick Leave:</i></b> <input type="checkbox"/> In Hospital (Special Illness): _____ <input type="checkbox"/> Out Patient (Special Illness): _____  <b><i>In case of Special Leave Benefits for Women:</i></b> <input type="checkbox"/> (Special Illness): _____  <b><i>In case of Study Leave:</i></b> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review  <b><i>Other Purpose:</i></b> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR <u>25 Day/s</u> <b>INCLUSIVE DATES</b> <u>Mar 03, 2025 - Apr 04, 2025</u>	6.D COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested  <div style="text-align: right;">_____ (Signature of Applicant)</div>													
<b>7. DETAILS OF ACTION ON APPLICATION</b>														
7.A CERTIFICATION OF LEAVE CREDITS  As of <u>2025-02-24</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>28.000</td> <td>0.000</td> </tr> <tr> <td><i>Less this application</i></td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td><i>Balance</i></td> <td>1.000</td> <td>5.000</td> </tr> </tbody> </table> <div style="text-align: right;">_____ (Authorized Officer)</div>		Vacation Leave	Sick Leave	<i>Total Earned</i>	28.000	0.000	<i>Less this application</i>	0.000	0.000	<i>Balance</i>	1.000	5.000	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to: _____  <div style="text-align: right;">_____ (Authorized Officer)</div>	
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<i>Less this application</i>	0.000	0.000												
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7.C APPROVED FOR: _____ days with pay _____ days without pay Others (Specify): _____  <div style="text-align: right;">_____ (Authorized Official)</div>			7.D DISAPPROVED DUE TO: _____  <div style="text-align: right;">_____ (Authorized Official)</div>											