

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>2025-01-24</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 checked="" type="checkbox"/> Within the Philippines: <u>pinas</u> <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 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>2025-01-31</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;">Wattsavers Energy Services Company (Signature of Applicant)</div>													
7. DETAILS OF ACTION ON APPLICATION															
7.A CERTIFICATION OF LEAVE CREDITS As of <u>2025-01-24</u> <table border="1" style="margin: 10px auto; width: 60%; border-collapse: collapse; text-align: center;"><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;">N/A _____ (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;"> MARICHU GRACE DIAZANTA LACSON (Authorized Officer)</div>	
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<i>Less this application</i>	23.000	0.000													
<i>Balance</i>	0.250	0.250													
7.C APPROVED FOR: _____ days with pay _____ days without pay Others (Specify): _____		7.D DISAPPROVED DUE TO: _____ <div style="text-align: center; margin-top: 20px;">Super Admin _____ (Authorized Official)</div>													