



JAY PONTANARES  
TECHNICAL SUPPORT TECHNICIAN

Type Of Leave : OTHER

Start Date : 2021-01-28

End Time : 2021-01-30

Employee Comment :

Requested By

Attend theoretical driving seminar for driver license.

01-27-21  
JAY PONTANARES

Admin Comments :

Confirmed By

Filing of leave is all subject for approval. In case of your request is declined, Your leave request will affect your work performance.  
Because management will consider your request is like non sense. Be advised that management will give consideration for all emergency cases but upon reporting you need to submit your supporting documents automatically to justify your absence or else it will be considered as fraud information . Management will not follow up your your supporting document, If you do not submit proper document, It will be considered as fraud as well automatically