

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last)	(First)	(M.I.)
HRMO	SABAS	FELIMON	R.

2. DATE OF FILING	4. POSITION	5. SALARY (Monthly)
June 07, 2011	CGDH II (City Personnel Officer)	P 6,862.00

6. TYPE OF LEAVE	6.(a) WHERE LEAVE WILL BE SPENT:
<input checked="" type="checkbox"/> Vacation Leave	(1) IN CASE OF VACATION LEAVE
<input type="checkbox"/> To seek employment	<input type="checkbox"/> Within the Philippines
<input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> Abroad (Specify) _____
<input type="checkbox"/> Sick	(2) IN CASE OF SICK LEAVE
<input type="checkbox"/> Maternity	<input type="checkbox"/> In Hospital (Specify) _____
<input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> Out Patient (Specify) _____

6. b) NUMBER OF WORKING DAYS APPLIED FOR	6. c) COMMUTATION
1 day	<input type="checkbox"/> Requested <input type="checkbox"/> Not Requested
INCLUSIVE: _____	
June 16, 2011	

(Signature of Applicant)

DETAILS OF APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS
As of May 31, 2011

Vacation	Sick	Total
14.758	6.922	21.68
DAYS	DAYS	DAYS

7. b) RECOMMENDATION

☐ Approved
☐ Disapproved due to

WENIFREDA J. ARCEGONO
CG Assistant Dept. Head II

(Authorized Officer)

7. c) APPROVED FOR	7. d) DISAPPROVED DUE TO
_____ days with pay	
_____ days without pay	
_____ Others (Specify)	

BY AUTHORITY OF THE CITY MAYOR:

(Signature)

(Authorized Official)

DATE: _____
(PLEASE SEE INSTRUCTION AT THE BACK)