

Emp. No : \_\_\_\_\_  
Company : \_\_\_\_\_  
Month : \_\_\_\_\_

<p>Requested By:</p>   <p>.....</p> <p>(Staff)</p> <p>Date:</p>	<p>Confirmed By:</p>   <p>.....</p> <p>(Immediate Superior)</p> <p>Date :</p>	<p>Approved By:</p>   <p>.....</p> <p>(Head of Dept./Div.)</p> <p>Date :</p>
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