

CENTRO ESCOLAR UNIVERSITY

Manila*Makati*Malolos Human Resource Department

Leave Application

| ☐ Faculty Member ☑ Non-Teaching Employee ☐ Top/ Middle Manager | | | | | | | | | r | |
|--|---------------------------------|--------------------------------------|--------------|--------------------|--------------------------------|------------------------|-----------------------------------|-----------------|---------------|--|
| Date: January 9 202 | 3 | | | | | | | | | |
| Leave Type (Check one): Vacation | | □ Nuptial | | | jency Paternity | | ity | ☐ Special Leave | | |
| | Sick | ☑ Birthda | y Leave | ☐ Union | • | ☐ Parenta | al/ Solo Pare | nt for \ | Women | |
| Employee Number | Name (Last Name | (Last Name, First Name, Middle Name) | | | | Signature | | | | |
| 5461-2 Bolasoc Reymart Catalig | | | | | | Reymart Bolasoc (SGD.) | | | | |
| Campus & Office/School/College/Department OUR Manila Specific Purpose of Leave Flash Flood in our hometown | | | | | | | | | | |
| PERIOD APPLIED FOR OFFICE From January 9 2023 am To | | | nuary 9 202 | Total No. of Day/s | | | 1 | | | |
| PERIOD APPLIED FOR TEA From_ | ACHING To_ | | | | Total | No. of Ho | our/s | | | |
| Subject / Class | | | Date | Time | | | Number of Hour/s | | | |
| Regular Load | | | | | | | Lecture | Laboratory | Clinic | |
| Negulai Loau | | | | | | T | | | | |
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| Overload | | | | | | | | | | |
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| | | | | | | | | | | |
| Means of contact (Applicable | only to employee | on long le | avo). | | | | | | l | |
| Means of contact (Applicable only to employee on long leave): Name Rebecca Bolasoc Address 229 San Juan Hagonoy Bulacan Contact No. 09210456274 | | | | | | | | | | |
| Name Rebecca Bolasoc | 3S 229 San Suan Hagonoy Bulacan | | | | Contact No. <u>09210456274</u> | | | | | |
| Recommending Approval (for Faculty and Non-Teaching): Approved by (for Top/ Middle Manager): | | | | | | | | | | |
| Head/Date | | | Dean/Date Un | | | | niversity Official Concerned/Date | | | |
| Applicant's Leave Credits (To be | filled up by Human | | | | | | | | | |
| | Vacation | Sick | Nuptial | Birthday | Emergency | Union | Paternity | Parental/ | Special Leave | |
| Unused Leave Before this Applic | Leave | Leave | Leave | Leave | Leave | Leave | Leave | Solo Leave | for Women | |
| Less: Leave Applied for | ation | | | | | | | | | |
| Total Leave Credits Available | | | | | | | | | | |
| | ☐ With pa | ay | ☐ Without pa | ay | HR Assista | ant/Date: | | | - | |
| Action Taken: | | | | | | | | | | |
| For Faculty and Non–Teaching: Approved Disapproved, Reason | | | | | | | | | | |
| For Top/ Middle Manager: Noted | | | | | | | | | | |
| | | | | | | | | | | |
| Head, Human Resource Department Date | | | | | | | _ | | | |
| Copy to: HRD, Employee, Internal Audit | | | | | | | | | | |
| HRF 082 | | | | | | | | | Page 1 of 1 | |
| Rev 1 4/10/2019 | | | | | | | | | | |