



#888 Mintrade Building, R. Castillo St., Agdao, Davao City
Telephone No. 305-8008

APPLICATION FOR LEAVE OF ABSENCE

NAME: Lirba Mae Labos		POSITION: IT Assistant		DATE FILED: February 15, 2023	
DEPARTMENT: IT					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VACATION LEAVE		SICK LEAVE		EMERGENCY LEAVE	
OTHERS					
Office informed thru: _____ In case of sick/emergency leave				Scheduled Vacation Leave	
Reliever: _____				Absence without prior notice	
				<input checked="" type="checkbox"/> Undertime	
From: February 16, 23		To: February 16, 2023		No. of Days:	
PURPOSE: I am getting my scholarship check at my old school because it is going to expire next week.				Lirba Mae Labos Employee Printed Name & Signature	
Printed Name & Signature Section Head		Printed Name & Signature Department Head		Printed Name & Signature Division Head	
IMPORTANT: 1. Please check all applicable boxes. 2. Absence due to sickness which lasts for two (2) days or more must be supported by a medical certificate. 3. Accomplish this form in duplicate copies. Keep your copy for reference. 4. Vacation leave can only be availed of if duly approved 12 working days before usage.				TO BE FILLED UP BY HRD	
				Without Pay no leave entitlement yet	
				Without Pay exhausted all leaves	
				OTHERS (please specify)	
		Earned Leaves	Less Above Leave	Balance	
		VL			
		SL			
		EL			
		Others			
HR Assistant		HR Manager			