

APPLICATION FOR LEAVE OF ABSENCE

COMPANY :

Joseph Dela Cruz Jr.
Employee Name

Web Developer
Position

SUBIC OFFICE
Department

Type of Leave:

☐ Vacation ☒ Sick ☐ Maternity

Period Covered:

From September 01, 2025 to September 01, 2025 Total No. of Day 1

Reason / Explanation for Leave:

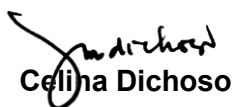
I am requesting sick leave today due to diarrhea, which requires rest and recovery.

Date Filed: September 01, 2025


Employee's Signature

Leave Balances	(To be filled-up by Administrative Department)		
	Vacation Leave	Sick Leave	Maternity
Earned Leave	_____	_____	_____
Leave Taken	_____	_____	_____
Available Leave Credit	_____	_____	_____
Less: This Leave	_____	_____	_____
Balance to Date	_____	_____	_____
Verified by:			
Printed Name & Signature	() With Pay	() Without Pay	

Recommending Approval:


Celina Dichoso

Approved by:

Engr. JAY P. SON