

APPLICATION FOR LEAVE OF ABSENCE

COMPANY :

Joseph Dela Cruz Jr.
Employee Name

Web Developer
Position

SUBIC OFFICE
Department

Type of Leave:

(Vacation) (Sick) (Maternity)

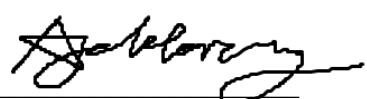
Period Covered:

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	(<input type="checkbox"/>) With Pay		(<input type="checkbox"/>) Without Pay

Recommending Approval:
Celina Dichoso**Approved by:****Engr. JAY P. SON**