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| Learning & Information Technology Solutions  The Penthouse, Townes Inc. 916, Antonio Arnaiz Avenue, San Lorenzo Village, Makati City  **Leave Form**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name:** |  | **Lloyd S. Garcia** |  |  | **Date Filed:** | **02/4/2019** | | **Department:** |  | **System Integration** |  |  | **Status:** | **Single** | |  |  |  |  |  |  |  | | **No. Of Days:** | **1** | **Inclusive Dates:** | | ***From* 02/11/2019 *to* 02/11/2019** | | | | **Reasons:** | **Birthday Celebration** | | | | | | | | **Classification of Leave** | **Vacation Leave** | | **Sick Leave** | | **Leave without pay** | | | **Maternity Leave** | | **Paternity Leave** | | **Others** | | | **Leave Credits** | **Leave Credits** | |  | | | | | **Less: This Application** | |  | | | | | **Balance as of this date** | |  | | | | | **PREPARED BY** | **Lloyd S. Garcia** | | | | | | | **APPROVED BY** |  | | | | | | | **CHECKED BY** |  | | | | | | |