



GAP SECURITY AGENCY CORPORATION

Head Office: 3760 Noah Street, Countryside Village, San Rafael II, Noveleta Cavite 4105

Satellite Office: #06 Santiago Homes, SAV I, Sucat, Parañaque City

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E-Mail: Ting_M2000@yahoo.com Mobile: (919) 898-3857

Telephone: (46) 438-6890 / (46) 438-6864

LEAVE OF ABSENCE

Date: _____

To: The Management

Subject: Application for Leave / Vacation

I, _____ would like to apply for _____ days
leave / vacation of absence without pay from _____ to
_____ 2007 for the following reason/s:

Verified by:

Operations Officer

Signature

Approved by:

Mr. Reynaldo B. Poblete
General Manager

Noted by:

Officer-In-Charge