



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

I. **NATURE OF LEAVE** (Mark with X):

<u> </u>	Vacation Leave	Date of Filing	:	<u>10/09/2020</u>
<u> X </u>	Sick Leave	Inclusive Dates	:	
<u> </u>	Terminal Leave	From	:	<u>10/05/2020</u>
<u> </u>	Others (Pls. Specify):	To	:	<u>10/08/2020</u>

CAUSE / PURPOSE : (e.g., illness, personal, resignation, filial duties, etc.)
Illness

II. **EMPLOYEE DATA:**

Virgilio Angeles Jr
Name & Signature

Information Technology Unit
Group/Unit

III. **APPROVAL:**

Request for leave of absence approved;
services of employees can be dispensed
with during the above mentioned period.

Remarks:

 With Pay Without Pay

Balance after this leave:

 day/s
(Specify Leave Type)

By:

MELODY CARMELA C.. MERCADO
Name & Signature of Approving Authority
Date:

Name & Signature
Date: