

**APPLICATION FOR LEAVE**

1. OFFICE/AGENCY	2. NAME	(Last)	(First)	(Middle)						
3. DATE OF FILING	4. POSITION/EMPLOYEE NO.		5. MONTHLY SALARY							
<b>DETAILS OF APPLICATION</b>										
6. a) TYPE OF LEAVE:			6. b) WHERE LEAVE WILL BE SPENT:							
<input type="checkbox"/> Vacation <input type="checkbox"/> To seek employment <input type="checkbox"/> Others (specify _____)  <input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others (specify _____)			(1) IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (specify) _____  IN CASE OF SICK LEAVE <input type="checkbox"/> In hospital (specify) _____ <input type="checkbox"/> Out patient (specify) _____  (2) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested  _____ (Signature of Applicant)							
6. c) NUMBER OF WORKING DAY/S APPLIED										
For _____ (day/s) _____										
Inclusive Dates _____										
_____										
<b>DETAILS ON ACTION ON APPLICATION</b>										
7. a) CERTIFICATION OF LEAVE CREDITS			7. b) RECOMMENDATION							
As of _____			<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____  _____							
<table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <tr> <td style="width:33%;">Vacation</td> <td style="width:33%;">Sick</td> <td style="width:33%;">Total</td> </tr> <tr> <td>Days</td> <td>Days</td> <td>Days</td> </tr> </table>			Vacation	Sick	Total	Days	Days	Days		
Vacation	Sick	Total								
Days	Days	Days								
<b>RIA LORRAINE P. MENDOZA</b> Administrative Officer IV (HRMO)			<b>RISA BEA SOCORRO M. BORRES</b> Administrative Officer V Administrative Services							
7. c) APPROVED FOR:			7. d) DISAPPROVED DUE TO:							
_____ day/s with pay _____ day/s without pay _____ others (specify) _____			_____ _____							
Approved:										
<b>MERLINA P. CRUZ, Ph. D.</b> Officer – In- Charge Office of the Schools Division Superintendent										
Date: _____										

*Note: Use this form for leave of absence of Non-Teaching Personnel – (PSDS, Division Office Personnel, SHS Non-Teaching)  
\*for Head Teacher, School Head*