

**APPLICATION FOR LEAVE**

<b>1. OFFICE / AGENCY</b> DHVSU Bacolor, Pampanga	<b>2. NAME (Last)</b>	<b>(First)</b>	<b>(Middle)</b>
<b>3. DATE OF FILING</b>	<b>4. POSITION</b>	<b>5. SALARY (Monthly)</b>	
<b>DETAILS OF APPLICATION</b>			

**6. (a.) TYPE OF LEAVE**

- Vacation
- To seek employment
- Others (Specify) \_\_\_\_\_
- \_\_\_\_\_
- Sick
- Maternity
- Other (Specify) \_\_\_\_\_
- \_\_\_\_\_

**6. (b.) WHERE LEAVE WILL BE SPENT:**

- 1) IN CASE OF VACATION LEAVE**
  - Within the Philippines
  - Abroad (Specify) \_\_\_\_\_
  - \_\_\_\_\_
- (2) IN CASE OF SICK LEAVE**
  - In Hospital (Specify) \_\_\_\_\_
  - \_\_\_\_\_
  - Out Patient (Specify) \_\_\_\_\_
  - \_\_\_\_\_

**c.) NUMBER OF WORKING DAYS APPLIED FOR** \_\_\_\_\_

**INCLUSIVE DATES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

**DETAILS OF ACTION ON APPLICATION**

**7. a.) CERTIFICATION OF LEAVE CREDITS AS OF** \_\_\_\_\_

Service Credits	Vacation	Sick	Total

**7. b.) RECOMMENDATION**

- Approval
- Disapproved due to \_\_\_\_\_
- \_\_\_\_\_

MELY G. LIANGCO  
Supervising Administrative Officer

\_\_\_\_\_  
Authorized Official

**7. c.) APPROVED FOR:**

\_\_\_\_\_ *days with pay*  
\_\_\_\_\_ *days without pay*  
\_\_\_\_\_ *Others (Specify)*

**7. d.) DISAPPROVED DUE TO:**

\_\_\_\_\_  
\_\_\_\_\_

ENRIQUE G. BAKING, Ed.D  
SUC President III