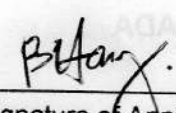
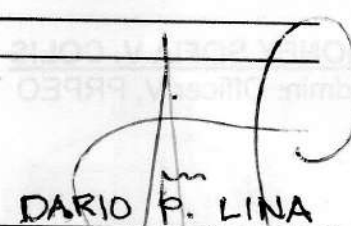
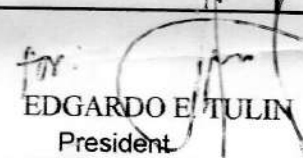


## APPLICATION FOR LEAVE

1. OFFICE/AGENCY <b>SSO-VSU</b>		2. NAME (Last) <b>TAN</b>		(First) <b>BASILIO</b>	(Middle) <b>JR. E.</b>						
3. DATE OF FILING <b>DEC. 29, 2020</b>		4. POSITION <b>SECURITY GUARD I</b>		5. SALARY (Monthly)							
6. DETAILS OF APPLICATION											
6. (a) TYPE OF LEAVE <input type="checkbox"/> Vacation <input type="checkbox"/> To seek employment <input type="checkbox"/> Others (Specify) _____  <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others (Specify) _____			6. (b) WHERE LEAVE WILL BE SPENT  (1) IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____  (2) IN CASE OF SICK LEAVE <input type="checkbox"/> In Hospital (Specify) _____ <input type="checkbox"/> Out Patient (Specify) _____								
6. (c) NUMBER OF WORKING DAYS APPLIED FOR: <u>ONE</u> day(s)  INCLUSIVE DATES: <b>DEC. 28, 2020</b>			6. (d) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested  <div style="text-align: center;"> (Signature of Applicant)</div>								
7. DETAILS OF ACTION ON APPLICATION											
7. (a) CERTIFICATION OF LEAVE CREDITS As of _____  Number of Days: <table border="1" style="margin: 10px auto; width: 150px;"><thead><tr><th>Vacation</th><th>Sick</th><th>TOTAL</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table> <div style="text-align: center;"><b>HONEY SOFIA V. COLIS</b> (Head-PRPEO)</div>			Vacation	Sick	TOTAL				7. (b) RECOMMENDATION  <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____  <div style="text-align: center;"> <b>DARIO P. LINA</b> Head - Security Services Office</div>		
Vacation	Sick	TOTAL									
7. (c) APPROVED FOR: ____ Days with Pay ____ Days without pay ____ Others (Specify) _____			7. (d) DISAPPROVED DUE TO: _____ _____ _____								
<div style="display: flex; justify-content: space-around; align-items: center;"><div> <b>EDGARDO E. TULIN</b> President</div><div>Date: _____</div></div>											
<b>INSTRUCTION</b>											
<p>1. Application for vacation or sick leave for one full day or more shall be made on this form and to be accomplished at least in duplicate.</p> <p>2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leaves</p> <p>3. Application for sick leave filed in advance or exceeding five (5) days shall be accompanied by a medical certificate in case medical consultation was not availed of, an affidavit should be executed by the applicant.</p> <p>4. An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her authorized leave of absence.</p> <p>5. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.</p>											