



APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)		Flores		Ma. Zaida		Arradaza																
	(First)						(Middle)																
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)																				
03/28/2023		Administrative Aide III																					
6. DETAILS OF APPLICATION																							
6.a TYPE OF LEAVE TO BE AVAILED OF:																							
6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) : In case of Sick leave: ☐ In Hospital (Pls. Specify) : ☐ Out Patient (Pls. Specify) : In case of Special Leave Benefits for Women: (Specify illness) In case of Study leave: ☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree ☐ Completion of PHD Degree Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave																							
6.c NUMBER OF WORKING DAYS APPLIED FOR Inclusive Dates 15 days 6.d COMMUTATION ☒ Requested ☐ Not Requested (Signature of Applicant) FLORES, MA. ZAIDA A.																							
7. DETAILS OF ACTION ON APPLICATION																							
7.a CERTIFICATION OF LEAVE CREDITS																							
AS of: March 2023 <table border="1"> <tr> <td>Vacation Leave</td> <td>33.393</td> <td>91.313</td> </tr> <tr> <td>Sick Leave</td> <td>33.393</td> <td>91.313</td> </tr> <tr> <td>Total Earned</td> <td></td> <td></td> </tr> <tr> <td>Less this Application</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td>33.393</td> <td>91.313</td> </tr> </table>									Vacation Leave	33.393	91.313	Sick Leave	33.393	91.313	Total Earned			Less this Application			Balance	33.393	91.313
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7.b RECOMMENDATION: ☐ For Approval ☐ For Disapproval due to: ROMEL B. ARMECIN National Abaca Research Center																							
7.c APPROVED FOR: day(s) with pay _____ day(s) without pay _____ Others (Specify): Office of the Director for Human Resource Management HONEY SOFIA V. COLIS																							
7.d DISAPPROVED due to: EDGARDO E. TULIN (Printed Name and Signature) University President																							