

## APPLICATION FOR LEAVE

1. **OFFICE/AGENCY**  
DENR-NCR

2. **NAME** Last First Middle

3. **DATE OF FILING** 4. Position 5. Salary (Monthly)

### DETAILS OF APPLICATION

6. A. **TYPE OF LEAVE**

Vacation

To seek employment

Others (Specify) \_\_\_\_\_

Sick

Maternity

Others (Specify)

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)

C. **NUMBER OF WORKING DAYS APPLIED**

Inclusive Dates: \_\_\_\_\_

D. **COMMUTATION**

Requested  Not Requested

\_\_\_\_\_  
(Signature of Applicant)

### DETAILS OF ACTION APPLICATION

7. A. **CERTIFICATION OF LEAVE CREDITS**

As of \_\_\_\_\_

Vacation	Sick	Total

B. **RECOMMENDATION**

Approved

Disapproved

**CLEMENCIA A. MARQUEZ**  
Chief, Personnel Section

\_\_\_\_\_  
(Authorized Official)

8. **APPROVED FOR:**

\_\_\_\_\_ DAYS WITH PAY

\_\_\_\_\_ DAYS WITHOUT PAY

\_\_\_\_\_ OTHERS (specify)

\_\_\_\_\_

9. **DISAPPROVED DUE TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_