**APPLICATION FOR LEAVE OF ABSENCE**

<table>
<thead>
<tr>
<th>NAME (last)</th>
<th>(first)</th>
<th>(m.i.)</th>
<th>SERVICE/OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION</td>
<td>SALARY</td>
<td>NO. OF DAYS APPLIED FOR</td>
<td>INCLUSIVE PERIOD</td>
</tr>
<tr>
<td>SPECIFIC REASON FOR LEAVE/ABSENCE</td>
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</table>

**CHARGEABLE AGAINST**

- [ ] SICK LEAVE
- [x] SPECIAL LEAVE
- [ ] VACATION/FORCED LEAVE
- [x] LEGISLATIVE LEAVE
- [ ] MATERNITY LEAVE
- [x] COMPENSATORY TIME-OFF
- [ ] PATERNITY LEAVE (1st, 2nd, 3rd, 4th)
- [x] REHABILITATION LEAVE
- [ ] PARENTAL (Sole Parent) LEAVE
- [x] AVAWC LEAVE
- [ ] ASLBW
- [ ] PAY/Others

**WHERE TO SPEND**

- [ ] WITHIN THE PHILIPPINES
- [ ] ABROAD

**ATTACHMENT(S) IF ANY**

**COMMUTATION**

- [ ] REQUESTED
- [ ] NOT REQUESTED

**ACTION TAKEN BY APPROPRIATE LEVEL**

- [ ] RECOMMENDING APPROVAL
- [ ] RECOMMENDING DISAPPROVAL
- [x] APPROVED
- [ ] DISAPPROVED

- In case of disapproval, reason:

**ACTION TAKEN BY THE SECRETARY GENERAL**

- [ ] COMMUTATION
- [ ] LEAVE OF ABSENCE FOR 30 DAYS OR MORE
- [ ] APPROVED
- [ ] DISAPPROVED

**ACTION TAKEN BY THE PERSONNEL TRANSACTIONS GROUP, HRMS**

**LEAVE CREDITS/COC AS OF**

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**LEAVE CREDITS/COC BALANCE AFTER THIS**

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- [ ] WITH PAY
- [ ] WITHOUT PAY

**CERTIFIED BY**

**HON. MARK LLANDRO L. MENDOZA**

*Secretary General*