POLYTECHNIC COLLEGE OF DAVAO DEL SUR, INC. Mc Arthur Highway, Digos City APPLICATION OF LEAVE								
Name:	Designation: Date Hired:			Date filed:				
Leave applied for: Vacation Paternity Sick Others Maternity			Dates of Leave : Total No. Of Days: W/Pay: W/out Pay: Reason for filing:					
Signature of Applicant Recommended by:/Admin Officer Schedule of Substitution/Transfer of Subject: (if applicable)								
Subject	Time	e Day	Confo	orme	Signature			
Entitlement : No. of Days Availed of : Approved by: No. of Days Leave Available : No. of Days Applied for : BERNARDO D. TONGCOS JR. Remaining Leave : OIC - HR OFFICER CONDITIONS: Medical certificate should be attached if absent is more than three days Others: Note: To be filed one week before intended day except emergency cases								

		Mc Arthur Hi	E OF DAVAO DEL SUR, INC. ghway, Digos City ION OF LEAVE		
Name:		on:		Date filed:	
	Date Hired	d:	Status	:	
Leave applied for: Vacation Pa Sick Ot Maternity Recommended by: De:		Total W/Pa Reas	No. Of Days: ay: W/out Pay:	Signature of Applicant	
	n/Transfer of Subject: (if appli Time		Conforme	Cionatura	
Subject	Time	Day	Conforme	Signature	
		+			
	:		Approved by:		