Republic of the Philippines UNIVERSITY OF THE PHILIPPINES CU : UP MANILA, PHILIPPINE GENERAL HOSPITAL UPS HR Form No. 002 (72021 CU :: UP MANILA, PHILIPPINE GENERAL HOSPITAL APPLICATION FOR U.PAPPROVED LEAVE (RA 9500 Sec. 13(k))		Republic of the Philippines UNIVERSITY OF THE PHILIPPINES UNIVERSITY OF THE PHILIPPINES CU : UP MANILA, PHILIPPINE GENERAL HOSPITAL APPLICATION FOR U.PAPPROVED LEAVE (RA 9500 Sec. 13(k))
1. OFFICE/DEPARTMENT 2. NAME : (Last)	(First) (Middle)	1. OFFICE/DEPARTMENT 2. NAME : (Last) (First) (Middle)
3. DATE OF FILING 4. POSITION	5. SALARY	3. DATE OF FILING 4. POSITION 5. SALARY
6. DETAILS OF APPLICATION		6. DETAILS OF APPLICATION
6.A TYPE OF LEAVE (NON-CUMULATIVE) TO BE AVAILED OF Additional Special Leave (3 days) Sickness Leave (5 days) Hospitalization Leave of Immediate Family (2 days) Nursing Leave for nursing mother (2 days) Others:	6.B DETAILS OF LEAVE In case of Special Leave: Within the Philippines Abroad (Specify,	6.A TYPE OF LEAVE (NON-CUMULATIVE) TO BE AVAILED OF 6.B DETAILS OF LEAVE Additional Special Leave (3 days) In case of Special Leave: Sickness Leave (5 days) Within the Philippines Hospitalization Leave of Immediate Family (2 days) Abroad (Specify,
6.C NUMBER OF WORKING DAYS APPLIED FOR INCLUSIVE DATES	(Signature of Applicant)	6.C NUMBER OF WORKING DAYS APPLIED FOR INCLUSIVE DATES (Signature of Applicant)
7. DETAILS OF ACTION ON APPLICATION		7. DETAILS OF ACTION ON APPLICATION
7.A CERTIFICATION OF LEAVE BALANCE (Non-Cumulative)	7.B RECOMMENDATION	7.A CERTIFICATION OF LEAVE BALANCE (Non-Cumulative) 7.B RECOMMENDATION
as of	☐ For approval	as of
Type Total Less : This Application Balance	For disapproval due to	Type Total Less : This Application Balance
	Institute Director/Department/Division Chair/Unit Head	Institute Director/Department/Division Chair/Unit Head
HRDO Chief	Dean	HRDO Chief Dean
7.C APPROVED FOR: days with pay days without pay	7.D DISAPPROVED DUE TO:	7.C APPROVED FOR: 7.D DISAPPROVED DUE TO: days with pay days without pay
Authorized Official Date :		Authorized Official Date :