
	<p style="text-align: center;">HUMAN RESOURCE DEVELOPMENT DIVISION UP - PHILIPPINE GENERAL HOSPITAL</p> <p style="font-size: small;">2nd floor, Administration Building, UP-PGH, Taft Avenue, Manila, 1000 Tel. (632) 85548400 Local 2051-2055 & 2098 Email: hrdd.uppgh@up.edu.ph</p>	<p>Date _____</p> <p style="text-align: center;">Mo/dd/year</p>		
<p>The Chief</p> <p>_____</p> <p>_____</p> <p>Sir/Madam:</p> <p>I have the honor to request permission to leave the hospital for _____ hour(s) and _____ minute(s) today from _____ to _____.</p> <p>Reason : _____</p> <hr/> <p style="text-align: right;">Very truly yours,</p> <p>Permission granted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <p>_____</p> <p style="text-align: center;">Signature</p> </td> <td style="width: 40%; border: none;"> <p>_____</p> <p style="text-align: center;">Name in print</p> <p>_____</p> <p style="text-align: center;">Signature</p> </td> </tr> </table> <p>Note: This application for partial leave shall be submitted to the Human Resource Development Division upon approval.</p>			<p>_____</p> <p style="text-align: center;">Signature</p>	<p>_____</p> <p style="text-align: center;">Name in print</p> <p>_____</p> <p style="text-align: center;">Signature</p>
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