## Human Resource Development Office LONG LEAVE FORM (MORE THAN 30 DAYS)

Date of Filing:

Inclusive Dates of			
	Leave:		
For HRD PERSON			
[] CPU Leave Cred	dits [ ] SL		(day
	[] VL		(day
Type of Leave/No	. of days		
[] Leav	e with Pay [	] Leave w	ithout Pay
	From	То	No. of Day
[] Scholarship			
[] Sick Leave			
[] Vacation leave			
[] Magna Carta			
[] Maternity			
_			
_	Employee's	signature o	over printed na
_	Employee's	signature o	over printed na
NOTE: Application	for long leave	should be	Date filed one (1) mo
NOTE: Application before the start of t	for long leave he date of the l	should be eave period	Date filed one (1) mo
before the start of t	for long leave he date of the l	should be eave period	Date filed one (1) mo
before the start of t	for long leave he date of the l	should be eave period	Date filed one (1) mo
before the start of t	for long leave he date of the l 	should be geave period	Date filed one (1) mo
Recommending A  UNIT/DEPARTMENT	for long leave he date of the l 	should be eave period	Date filed one (1) mo
Recommending A  UNIT/DEPARTMENT	for long leave he date of the l pproval:  HEAD/Date  Approved/Dis	should be geave period  VICE	Date filed one (1)
Recommending A  UNIT/DEPARTMENT	for long leave he date of the l pproval: HEAD/Date Approved/Dis	should be eave period  VICE sapproved	Date filed one (1) m

## Human Resource Development Office LONG LEAVE FORM (MORE THAN 30 DAYS)

Date of	Filing:	
Name: Department: Inclusive Dates of Leave:		
For HRD PERSONNEL to fill-out  [] CPU Leave Credits [] SL  [] VL  Type of Leave/No. of days		(days)
[] Leave with Pay []	Leave w	ithout Pay
From  [] Scholarship  [] Sick Leave  [] Vacation leave  [] Magna Carta  [] Maternity  I hereby certify that the informand correct.  I will not bind myself with any my Leave of Absence (LOA).	nation st	ated above is true
Employee's sig	gnature	over printed name
NOTE: Application for long leave sh before the start of the date of the lea	ve period	1
Recommending Approval:		
UNIT/DEPARTMENT HEAD/Date	VICE	PRESIDENT/Date
Approved/Disa	pproved	:
PRESIDE	NT	<del></del>
CPU-HRD-Form 23B Rev 03 Effectivity: June 1, 202		MPLOYEE COPY

## Human Resource Development Office LONG LEAVE FORM (MORE THAN 30 DAYS)

	Date of	Filing:	
Department: Inclusive Dates of	Leave:		
For HRD PERSON	<b>NEL to fill-out</b> dits [] SL		(days) (days)
Type of Leave/No [] Leav	o. of days ve with Pay []	Leave w	ithout Pay
I hereby certify and correct.	that the inforn	nation st	
	Employee's si	gnature	over printed name
before the start of t	he date of the led	ıve perioa	filed one (1) month
Recommending A			
UNIT/DEPARTMENT	Γ HEAD/Date	VICE	PRESIDENT/Date
	Approved/Disa	pproved	:
	PRESIDE	NT	
CPU-HRD-Form	123B		PAYROLL CO

Rev 03 Effectivity: June 1, 2024