



**Pasig Doctors Medical Center**  
254 Amang Rodriguez Ave., Brgy. Manggahan, Pasig City

<b>Name of Employee:</b> _____		<b>Employee Number:</b> _____	
<b>Section/Department:</b> _____		<b>Date of Application:</b> _____	
I would like to apply for:		Pending Task/s for Endorsement:	
<input type="checkbox"/> Vacation Leave		To be accomplished by HRD	
<input type="checkbox"/> Sick Leave			
<input type="checkbox"/> Leave w/o Pay		Total Number of SIL:	
<input type="checkbox"/> Others, Specify _____		Used:	
For _____ day/s		Balance:	
Commencing on _____ AM/PM			
Ending at _____ AM/PM			
For the following reason/s: _____			
Name and Signature of Employee: _____			
Office/Project: _____		Location while on leave:	
Approved by: _____		<input type="checkbox"/> In-town	
_____ Supervisor/Dept. Manager		<input type="checkbox"/> Out of town	
		<input type="checkbox"/> Out of the country	
<b>NOTE:</b> Supporting documents such as medical certificate, birth certificate for PL, ML, SL and others must be attached to this			