



**Republic of the Philippines**  
**BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO**  
**PROVINCE OF LANA O DEL SUR**  
*New Capitol Complex, Buadi Sacayo, Marawi City*

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

| 1. OFFICE/DEPARTMENT<br><b>PLGU-LDS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2. NAME: (Last) (First) (Middle)<br><b>ADIONG MAMINTAL JR. ALONTO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                    |            |                     |        |         |                              |        |  |                |        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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| 3. DATE OF FILING<br><b>September 26, 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4. POSITION<br><b>PROVINCIAL GOVERNOR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 5. SALARY<br><b>PHP 189,199.00</b> |            |                     |        |         |                              |        |  |                |        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>6. DETAILS OF APPLICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 6.A TYPE OF LEAVE TO BE AVAILED OF<br><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input checked="" type="checkbox"/> <b>Vacation Leave</b> (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Mandatory/Forced Leave</b> (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Sick Leave</b> (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Maternity Leave</b> (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Paternity Leave</b> (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Special Privilege Leave</b> (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Solo Parent Leave</b> (RA No. 8972 / CSC MC No. 8, s. 2004)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Study Leave</b> (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>10-Day VAWC Leave</b> (RA No. 9262 / CSC MC No. 15, s. 2005)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Rehabilitation Privilege</b> (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Special Leave Benefits for Women</b> (RA No. 9710 / CSC MC No. 25, s. 2010)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Special Emergency (Calamity) Leave</b> (CSC MC No. 2, s. 2012, as amended)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> <b>Adoption Leave</b> (R.A. No. 8552)</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> <b>Others:</b> _____</div> | 6.B DETAILS OF LEAVE<br><div style="margin-top: 10px;"><i>In case of Vacation/Special Privilege Leave:</i><br/><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Within the Philippines</div><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input checked="" type="checkbox"/></div>Abroad (Specify) <div style="border-bottom: 1px solid black; width: 150px; margin-left: 10px;"><b>AUSTRALIA</b></div></div><div style="margin-top: 10px;"><i>In case of Sick Leave:</i><br/><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>In Hospital (Specify Illness) _____</div><div style="display: flex; align-items: center;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Out Patient (Specify Illness) _____</div></div><div style="margin-top: 10px;"><i>In case of Special Leave Benefits for Women:</i><br/>(Specify Illness) _____</div><div style="margin-top: 10px;"><i>In case of Study Leave:</i><br/><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Completion of Master's Degree</div><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>BAR/Board Examination Review Other</div><div style="margin-top: 10px;"><i>purpose:</i> _____</div><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Monetization of Leave Credits</div><div style="display: flex; align-items: center;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Terminal Leave</div></div></div> |                                    |            |                     |        |         |                              |        |  |                |        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 6.C NUMBER OF WORKING DAYS APPLIED FOR<br><div style="text-align: center; margin: 10px 0;"><b>10</b></div> <div style="margin-top: 10px;"><b>INCLUSIVE DATES</b><br/><div style="text-align: center; margin-top: 10px;"><b>October 14-29, 2023</b></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6.D COMMUTATION<br><div style="margin-top: 10px;"><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input checked="" type="checkbox"/></div>Not Requested</div><div style="display: flex; align-items: center;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>Requested</div></div> <div style="text-align: right; margin-top: 20px;"><div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"></div><div>(Signature of Applicant)</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |            |                     |        |         |                              |        |  |                |        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>7. DETAILS OF ACTION ON APPLICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| 7.A CERTIFICATION OF LEAVE CREDITS<br><div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><span>As of</span><span><b>September 30, 2023</b></span></div><table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"><tr><th style="width: 30%;"></th><th style="width: 35%;">Vacation Leave</th><th style="width: 35%;">Sick Leave</th></tr><tr><td><i>Total Earned</i></td><td style="text-align: center;">26.250</td><td style="text-align: center;">102.750</td></tr><tr><td><i>Less this application</i></td><td style="text-align: center;">10.000</td><td></td></tr><tr><td><i>Balance</i></td><td style="text-align: center;">16.250</td><td></td></tr></table><div style="text-align: center; margin-top: 20px;"><div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"></div><div><b>AZRIFAL MAMUTUK</b><br/>PHRM Officer</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Vacation Leave                     | Sick Leave | <i>Total Earned</i> | 26.250 | 102.750 | <i>Less this application</i> | 10.000 |  | <i>Balance</i> | 16.250 |  | 7.B RECOMMENDATION<br><div style="margin-top: 10px;"><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>For approval</div><div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"><input type="checkbox"/></div>For disapproval due to _____<br/>_____<br/>_____<br/>_____<br/><div style="text-align: right; margin-top: 10px;">AUTHORIZED OFFICER</div></div></div> |  |
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| <i>Total Earned</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| <i>Less this application</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| <i>Balance</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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| 7.C APPROVED FOR:<br><div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><div>_____ days with pay</div><div>_____ days without pay</div><div>_____ others (Specify)</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7. D DISAPPROVED DUE TO:<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |            |                     |        |         |                              |        |  |                |        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"><b>AUTHORIZED OFFICER</b></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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