



University of the Philippines Los Baños
Ad Hoc Committee on Special Monetization of Leave Credits
Application, Evaluation and Approval Sheet

(To be filled-up by the applicant)

Name of Employee: _____

Position/Unit: _____

Date Application was received: _____ No. of days requested: _____

Reason for Application:

If the monetization application is for dependent:

Name of dependent: _____ Date of Birth: _____ Age: _____

Relationship with applicant: _____

Signature over printed name of applicant

(To be filled-up by HRDO)

Leave Credits as of:

Vacation Leave	Sick Leave	Total

RICARDO AMIEL V. REVECHE
Supervising Administrative Officer, HRDO

Action of the Special Monetization of Leave Credits Committee

Evaluation

- | | | |
|---|--------------------------------------|--------------------|
| <input type="checkbox"/> Life-Threatening, Self | <input type="checkbox"/> Approved | No. of Days: _____ |
| <input type="checkbox"/> Life-Threatening, Dependent | <input type="checkbox"/> Disapproved | |
| <input type="checkbox"/> Medical Condition, Self | due to: _____ | |
| <input type="checkbox"/> Medical Condition, Dependent | _____ | |
| <input type="checkbox"/> Others, specify | | |

JESSIE IMELDA F. WALDE
Director, UHS

JOHN REYMARK C. GARCIA
Chief Administrative Officer
Budget Management Office

RODERICK C. JAVAR
Director, HRDO

Recommending Approval/Disapproval:

APPROVED/DISAPPROVED:

ROLANDO T. BELLO
Vice Chancellor for Administration

JOSE V. CAMACHO, JR.
Chancellor

Date: _____

Date: _____