

WIS Human Resource Development Office
Megaheights Subd., Alangilan, Batangas City
PH: (043) 702-6801 / 0961-331-4960

Email: westmead.hrd@gmail.com

LEAVE APPLICATION FORM

ate of Application:							HRDO F	orm # 001 Series 2023
PERSONAL INFORM	ATION					ATIL	Employe	e 🗌 Faculty
Full Name:	WESTME	AD	WEST	MEAD	WEST	MEAD	WES	TMEAD
INTERNATIONAL SCHOOL	Surname	CHOOL	Given Nam	NAL SCHOOL	Middle I	nitial Er	nployee / Fa	culty ID Number
Office Designation (for Employee)	☐ Registrar's Office	☐ Finan	ce Office 🔲	VPAA □ H	IRDO 🗆 WAST	FI 🗆 Librar	y 🗆 Others	-WESTM
Position:	ATTORAL SUITOUL	INTERNATI	UNAL SUNUUL	THAT ELYDAN	Department	IIVILINALIO	AL SUITOUL	INTERNATIONAL
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☐ Service	Incentive Leave (SIL	_)		C.	COMMUTATI	ON		
EAD Solo-Pai	rent Leave	WEST	MEAD ONAL SCHOOL		☐ Requeste	WEST	MEAD NAL SCHOOL	WESTM
	redits (for Program Heads)			11313-1313733	☐ Not Requ			
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internation Others (pls specify):	SCHOOL	INTERNAT	ONAL SCHOOL	INTERNAT	ONAL SCHOOL	INTERNA	TIONAL SCHOOL
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	ATIONAL SCHOOL	INTERNATI	ONAL SCHOOL	INTERNAL	IONAL SCHOOL			
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NO. OF DAYS	INTERNATIONAL S	SCHOOL	INTERNAT	ONAL SCHOOL	اا Disapproved,	due to:	INTERNA	TIONAL SCHOOL
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			ONAL SCHOLEIVIA	INNO:TERNAT				
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Endorsed by:					IONAL SCHOOL Ap	proved by:		
WESTMEAD	WESTM	FAD	WES	TMEAD		TMEAD	WES	STMEAD
INTERNATIONAL SCHOOL	INTERNATIONAL	SCHOOL	INTERNAT	IONAL SCHOOL	INTERNAT	ONAL SCHOOL	INTERNA	TIONAL SCHOOL
i - / \ i - \ \ \ / \ / - \ \	mediate supervisor	WEST	TMEAD	WES	TMEAD	Marites D.	I/ / I L // I / -	
SCHOOL over prin	ted name	INTERNATI	ONAL SCHOOL	INTERNAT	TONAL SCHOOL VI	P for Admin	istration &	rinance
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