


Republic of the Philippines  
City of Cagayan de Oro  
CITY COLLEGE OF CAGAYAN DE ORO  
Administrations Cluster  
Human Resource and Management Division (HRMD)



LEAVE SLIP

Name: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Type of Leave:

☐ Sick Leave (SL)

☐ Vacation Leave (VL)

☐ CTO

☐ Forced Leave

☐ Special Leave (except DEL)

Specify: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Noted by:

Name & Sign.		
Position	Immediate Head	Division/Office Head

To be filled up by HRMD:

Leave Credits as of: \_\_\_\_\_

	SL	VL	SPL	CTO
Total Earned				
Less this Application				
Balance				


Noted and verified by: RIO HILLARY P. DALMAN

OIC-Director, HRMD


Approved by (for MANCOM members only):

JESTONI P. BABIA, LPT, EdD

City College President



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