Republic of the Philippines City of Cagayan de Oro CITY COLLEGE OF CAGAYAN DE ORO Administrations Cluster Human Resource and Management Division (HRMD)			Republic of the Phil City of Cagayan de CITY COLLEGE OF CAG Administrations C Human Resource and Manageme	e Oro AYAN DE ORO Cluster
QUARTERLY LEAVE PLAN (QLP) SLIP		QUARTERLY LEAVE PLAN (QLP) SLIP		
Name:		Name:		
Office/Division: Year:		Year:		
Quarter: 1st 2nd 3rd 4th		Quarter:	1 st 2 nd	3rd 4th
MONTHS // Dates		MONTHS		
VL Dates SPL Dates (if any)		VL Dates SPL Dates (if an	v)	
Total No. of Days		Total No. of Day		
Overall Total No. of Days:			Overall Total	No. of Days:
If SPL, please specify:		If SPL, please specify:		
Noted by:		Noted by:		
Name &		Name &		
Signature	in Und	Signature	Immediate Head	Division (Office Head
Position Immediate Head Division/Off	ice Head	Position	Immediate Head	Division/Office Head
To be filled up by HRMD:To be filled up by HRMD:ave Credits as of:Leave Credits as of:				
Leave Credits as of: Vacation Leave Special Leave		Vacation Leave		ecial Leave
Noted and verified by: <u>RIO HILLARY P. DALMAN</u> OIC-Director, HRMD		Noted and verified by: <u>RIO HILLARY P. DALMAN</u> OIC-Director, HRMD		
Approved by (for MANCOM members only):	Approved by (for MANCOM members only):			
JESTONI P. BABIA, LPT, EdD City College President		JESTONI P. BABIA, LPT, EdD City College President		
Republic of the Philippines City of Cagayan de Oro CITY COLLEGE OF CAGAYAN DE ORO Administrations Cluster Human Resource and Management Division (HRMD)		Republic of the Philippines City of Cagnyan de Oro CITY COLLEGE OF CAGAYAN DE ORO Administrations Cluster Human Resource and Management Division (HRMD)		
QUARTERLY LEAVE PLAN (QLP) SLIP		QUARTERLY LEAVE PLAN (QLP) SLIP		
Name:		Name:		
Office/Division:		Office/Division:		
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MONTHS		MONTHS		
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Total No. of Days		Total No. of Day		
Overall Total No. of Days:			Overall Total	No. of Days:
If SPL, please specify:		If SPL, please specify:		
Noted by:		Noted by:		
Name &		Name &		,
Signature Position Immediate Head Division/Off	ico Hood	Signature Position	Immediate Head	Division/Office Head
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To be filled up by HRMD: Leave Credits as of:		Loous Crodite	To be filled up b	y HRMD:
Vacation Leave Special Leave]	Leave Credits as Vacation Leave		ecial Leave
Noted and verified by: <u>RIO HILLARY P. DALMAN</u> OIC-Director, HRMD		Noted and verified by: <u>RIO HILLARY P. DALMAN</u> OIC-Director, HRMD		
Approved by (for MANCOM members only):		Approved by (for MANCOM members only):		
JESTONI P. BABIA, LPT, EdD		JESTONI P. BABIA, LPT, EdD		

City College President

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