UNIVERSITY OF THE PHILIPPINES MANILA

8th Floor, Central Block, PGH Building, Taft Avenue, Manila

The Health Sciences Center

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Chief Accountant

Accounting Office

U.P. Manila

This is to authorize the Accounting Office to deduct from my:

☑ Terminal Leave

🗆 Service Recognition Pay (SRP)

🗆 Faculty Cumulative Sick Leave Benefit (FCSLB)

The Amount of P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representing my:

☑ Leave without pay

🗆 Unliquidated cash advance

🗆 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you,

Signature over printed name of employee

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: HRDO