



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

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EDILBERTO L. OPLENARIA, EdD, CESO V  
Schools Division Superintendent  
Division of Misamis Oriental

Sir:

Good day!

The undersigned \_\_\_\_\_,  
( Name of Personnel) (Position)

\_\_\_\_\_ is applying for a leave of absence for the period  
(Name of School)

\_\_\_\_\_ (Inclusive date of Leave)

On such absence, I will be on leave without pay for a period of \_\_\_\_\_  
(#of Days of Leave)

I swear and I promise to pay over the counter the loan I incurred in GSIS.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Name & Signature  
Date Signed:  
Email Address:  
Contact Number:

/AAO- Janubas



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
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