### APPLICATION FOR LEAVE

**CSC FORM 6**
Revised 1984

<table>
<thead>
<tr>
<th>1. OFFICE / AGENCY</th>
<th>2. NAME</th>
<th>3. DATE OF FILING</th>
<th>4. POSITION</th>
<th>5. MONTHLY SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DepEd, Division of Malaybalay City</td>
<td>(Last) (First) (Middle)</td>
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**DETAILS OF APPLICATION**

**6. a) TYPE OF LEAVE**

- [ ] Vacation
- [ ] Sick
- [ ] Maternity
- [ ] Others (Specify)

**6. b) WHERE LEAVE WILL BE SPENT**

(1) IN CASE OF VACATION LEAVE
- [ ] Within the Philippines
- [ ] Abroad (Specify)

(2) IN CASE OF SICK LEAVE
- [ ] Hospital (Specify)
- [ ] Out Patient (Specify)

**6. c) NUMBER OF WORKING DAYS APPLIED FOR:**

- [ ] days

**6. d) COMMUTATION**

- [ ] Requested
- [ ] Not Requested

**INSTRUCTIONS**

1. Application for vacation or sick leave of one full day or more shall be made on this form and to be accomplished at least in triplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance, or exceeding five days shall be accompanied by a medical certificate in case medical consultation was not availed of, an affidavit shall be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his authorized leave of absence.
5. An application of leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money or property responsibilities.

**7. a) CERTIFICATION OF LEAVE CREDITS AS OF**

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Sick</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**GUÍA MA. G. GAMUTIN**
Administrative Officer IV

**JUTCHEL L. NAYRA, DPA**
Administrative Officer V

**7. b) RECOMMENDATION**

- [ ] Approved
- [ ] Disapproved due to:

**7. c) APPROVED FOR:**

- [ ] days with pay
- [ ] days without pay
- [ ] OTHERS (specify)

**EDILBERTO L. OPLENARIA, CESO VI**
OIC-School Division Superintendent

**7. d) DISAPPROVED DUE TO:**

- [ ]

**INSTRUCTIONS**