



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

CSC FORM 6
 Revised 1998

APPLICATION FOR LEAVE OF ABSENCE

1. OFFICE / AGENCY Deped Division of Malaybalay City	2. NAME (Last) (First) (Middle)
3. DATE OF FILING	4. POSITION 5. MONTHLY SALARY

DETAILS OF APPLICATION

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation <input type="checkbox"/> To seek Employment <input type="checkbox"/> Others (Specify) _____</p> <p><input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others (Specify) _____</p> <p>6. c) NUMBER OF WORKING DAYS APPLIED FOR: _____</p> <p>INCLUSIVE DATES _____ _____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT</p> <p>(1) IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____</p> <p>(2) IN CASE OF SICK LEAVE <input type="checkbox"/> Hospital (Specify) <input type="checkbox"/> Out Patient _____</p> <p>6.d) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p align="right">_____ Signature of Applicant Date</p>
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DETAILS OF ACTION ON APPLICANT

<p>7. a) CERTIFICATION OF LEAVE CREDITS AS OF _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Vacation</th> <th style="width:33%;">Sick</th> <th style="width:33%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>GUIA MA. G. VILLAHERMOSA _____ Administrative Officer IV Date</p>	Vacation	Sick	TOTAL				<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved due to: _____ _____ _____</p> <p align="right">_____ Immediate Supervisor Date</p>
Vacation	Sick	TOTAL					

<p>7. c) APPROVED FOR: _____ days with pay _____ days without pay _____ OTHERS (specify)</p> <p align="right">_____ Date</p>	<p>7. d) DISAPPROVED DUE TO: _____ _____ _____</p> <p align="right">_____ Authorized Signatory</p>
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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 duplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days and approved 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 and if travelling abroad shall be accompanied by a Teachers Clearance (if applicable), Division clearance, Certificate of No Pending Case (Division Legal Officer) and Certificate of No Pending money or property responsibilities (AO V).
6. Authorized Signatory for the recommendation (7.b) & approval (7.d) of the Application of leave of absence refer to Division Memorandum No. 397, s. 2018.



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