



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
DoubleDragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area, Pasay City

CSC Form 6
Revised 1998

APPLICATION FOR LEAVE

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
Corporate Planning Dept.	917	Lejano	Melody	Rayo
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
19 January 2021	Project Planning and Development Officer A	xxxxxx		

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE

☐ Vacation
Reason: _____

☐ Sick

☐ Maternity

☒ Others (Specify)
MC - 06

6. B) WHERE LEAVE WILL BE SPENT

1. IN CASE OF VACATION LEAVE

☐ Within the Philippines

☐ Abroad (Specify) _____

2. IN CASE OF SICK LEAVE

_____ In hospital (Specify)

_____ Out-Patient (Specify)

6. C) NUMBER OF WORKING/CALENDAR DAYS:


APPLIED FOR: One (1) day

From: 18 January 2021

To: xxxxxxxxxx

6. D) COMMUTATION

☐ Requested ☐ Not Requested


Signature of Applicant

DETAILS OF ACTION ON APPLICATION

7. A) CERTIFICATION OF LEAVE CREDITS

as of _____

Vacation	Sick	Total
Days	Days	Days

ABIGAIL R. PERCELA

HRMO IV, Human Resource Services Division

7. C) APPROVED FOR:

_____ days with pay


_____ days without pay

_____ Others (Specify)

7. B) RECOMMENDATION:

☐ Approval

☐ Disapproval due to: _____


FRANCIS RANDY I. HORTELANO
Manager, Corporate Planning Dept.

7. D) DISAPPROVED DUE TO:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department

Date: _____

PLEASE SEE INSTRUCTIONS AT THE BACK

TIEZAWORKS