



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

CSC Form No. 6
Revised 1998

12/26

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

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APPLICATION FOR LEAVE

1. DEPARTMENT/DIVISION	2. ID NO	NAME (Last)	(First)	(Middle)
CORPORATE PLANNING DEPT.	3519	OLLIO	JOSE	DOMESTO
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
4.5.1. JAN. ~ 2021	MECHANIC DRIVER D			

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE

☐ Vacation

Reason _____

☐ Sick

Sick

☐ Maternity/Paternity

☒ Others (Specify)

MC 6

6. B) WHERE LEAVE WILL BE SPENT :

1. IN CASE OF VACATION LEAVE

☐ Within the Philippines

☐ Abroad (Specify) _____

IN CASE OF SICK LEAVE

☐ In Hospital (Specify) _____

☐ Out-Patient (Specify) _____

6. C) NUMBER OF WORKING/CALENDAR DAYS:

APPLIED FOR : THREE DAYS (3) PAYS

From : JAN. 4 2021

To : JAN. 6, 2021

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

7. B) RECOMMENDATION

☒

Approval _____

☐

Disapproval due to: _____

JOSEFINA U. SORIANO

Division Manager
Human Resource Services Division

FRANCIS RANDY J. HORTALES

(Department Head)

7. C) APPROVED FOR :

_____ days with pay

_____ days without pay

_____ Others (specify) _____

7. D) DISAPPROVED DUE TO:

ROSANNA M. OLGADO

Manager
Administrative Services Department

Date :

PLEASE SEE INSTRUCTIONS AT THE BACK