



**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.	2779	Bechayda	Jose Jr.	Torcuato
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
14 Dec. 2020	OIC - M&E	XXXXX		

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE

☐

Vacation

Reason: _____

☐

Sick

☐

Maternity

☐

Others (Specify)

Forced Leave

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:

Four (4) days

From:

21 & 23 Dec. 2020

To:

28 Dec. 2020

6. D) COMMUTATION

☐

Requested

☐

Not Requested

Bechayda
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. B) RECOMMENDATION:

☐

Approval

☐

Disapproval due to:

Francis Randy J. Hortelano

FRANCIS RANDY J. HORTELANO

Manager, Corporate Planning Dept.

7. C) APPROVED FOR:

 days with pay

 days without pay

 Others (Specify)

7. D) DISAPPROVED DUE TO:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division

Administrative Services Department

Date: _____

PLEASE SEE INSTRUCTIONS AT THE BACK

TIEZAWORKS