



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

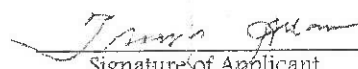
6th & 7th Floors, Tower 1  
DoubleDragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

CSC Form 6  
Revised 1998

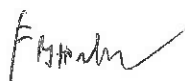
**APPLICATION FOR LEAVE**

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
Corporate Planning Dept.	813	Allan	Alex Travis Jr.	Hernandez
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
14-Dec-20	Information Chief A			

**DETAILS OF APPLICATION**

6. A) TYPE OF LEAVE <input type="checkbox"/> Vacation Reason: _____  <input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others (Specify) _____ Forced leave		6. B) WHERE LEAVE WILL BE SPENT 1. IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ 2. IN CASE OF SICK LEAVE _____ In hospital (Specify) _____ _____ Out-Patient (Specify) _____	
6. C) NUMBER OF WORKING/CALENDAR DAYS: APPLIED FOR: <u>Four days (4) days</u> From: <u>December 22 and 23, 2020</u> To: <u>December 28 and 29, 2020</u>		6. D) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested   Signature of Applicant	

**DETAILS OF ACTION ON APPLICATION**

7. A) CERTIFICATION OF LEAVE CREDITS as of _____ <table border="1"><tr><td>Vacation</td><td>Sick</td><td>Total</td></tr><tr><td>Days</td><td>Days</td><td>Days</td></tr></table>		Vacation	Sick	Total	Days	Days	Days	7. B) RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to: _____   FRANCIS RANDY HORTELANO Department Manager, Corplan	
Vacation	Sick	Total							
Days	Days	Days							
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**

**TIEZA WORKS**