



**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)
CORPLAN	0092	LACSON	MA. MERCEDES	CRUZ
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
December 1, 2020	Project Planning & Development Chief			

DETAILS OF APPLICATION

6. A) TYPE OF LEAVE <input type="checkbox"/> Vacation Reason: _____ <input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input checked="" type="checkbox"/> Others (Specify) MC No. 006, series 1999	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) _____ _____ at home	6. C) NUMBER OF WORKING/CALENDAR DAYS: APPLIED FOR: one (1) day From: December 3, 2020 To: _____	6. D) COMMUTATION <input type="checkbox"/> Requested <input checked="" type="checkbox"/> Not Requested _____ Signature of Applicant
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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> </td><td> </td><td> </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: _____ _____ Signature of Recommender	7. C) APPROVED FOR: _____ days with pay _____ days without pay _____ Others (Specify)	7. D) DISAPPROVED DUE TO: _____ _____
Vacation	Sick	Total										
Days	Days	Days										

ABIGAIL R. PERCELA

HRMO IV, Human Resource Services Division

FRANCIS RANDY J. HORTELANO

Manager, Corporate Planning Department

JOSEFINA U. SORIANO

Manager, Human Resource Services Division

Administrative Services Department

Date: _____

PLEASE SEE INSTRUCTIONS AT THE BACK