



**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)
COPD / SPD	3059	DALIDA	SHERRYL	MACARANAS
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
26 Nov. 2020	Corporate Planning Analyst A			

**DETAILS OF APPLICATION**

6. A) TYPE OF LEAVE		6. B) WHERE LEAVE WILL BE SPENT	
<input type="checkbox"/> Vacation		1. IN CASE OF VACATION LEAVE	
<input type="checkbox"/> Reason: _____		<input type="checkbox"/> Within the Philippines	
<input checked="" type="checkbox"/> Sick		<input type="checkbox"/> Abroad (Specify) _____	
<input type="checkbox"/> Maternity		2. IN CASE OF SICK LEAVE	
<input type="checkbox"/> Others (Specify) _____		_____ In hospital (Specify) _____	
		_____ Out-Patient (Specify) <u>indisposed</u>	
6. C) NUMBER OF WORKING/CALENDAR DAYS:		6. D) COMMUTATION	
APPLIED FOR: <u>one day</u>		<input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
From: <u>Nov.25, 2020</u>			
To: <u>XXX</u>			
		Signature of Applicant	

**DETAILS OF ACTION ON APPLICATION**

7. A) CERTIFICATION OF LEAVE CREDITS		7. B) RECOMMENDATION:							
as of _____		<input type="checkbox"/> Approval							
		<input type="checkbox"/> Disapproval due to: _____							
		<input type="checkbox"/> _____							
<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		
Vacation	Sick	Total							
Days	Days	Days							
ABIGAIL R. PERCELA HRM Officer IV Human Resource Services Division		FRANCIS RANDY J. HORTELANO Department Manager Corporate Planning Department							
7. C) APPROVED FOR:		7. D) DISAPPROVED DUE TO:							
_____ days with pay		_____							
_____ days without pay		_____							
_____ Others (Specify)									
JOSEFINA U. SORIANO Manager, Human Resource Services Division									

**PLEASE SEE INSTRUCTIONS AT THE BACK**