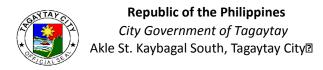
Civil Service Form

No. 6 Revised 2020



Date:			

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. Name	(LASTNAME)		(FIRSTNAME)	(MIDDLE)					
3.DATE OF FILING 4. POSITION			5. SALARY							
6. DETAILS OF APPLICATION										
6.A TYPE OF LEAVE TO BE AVAILED OF 6.B DETAILS OF LEAVE										
				In case of Vacation/Special Privilege Leave:						
Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				Within the Philippines						
Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O.				Abroad (Specify)						
No. 292) Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				In case of Sick Leave:						
Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)				In Hospital (Specify Illness)						
Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)				Out Patient (Specify Illness)						
Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)										
Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)				In case of Special Leave Benefits for Women:						
Study Leave (Sec. 68, Rule XVI, 0	Omnibus Rules Implement	ing E.O. No. 292)								
10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)				In case of Study Leave:						
Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No.				Completion of Master's Degree						
292) Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s.				BAR/Board Examination Review						
2010) Special Emergency (Calar	nity) Leave (CSC MC No. 2,	s. 2012, as		Other purpose:						
amended) Adoption Leave (R.A.	. No. 8552)			Monetization of Leave Credits Terminal						
OTHERS:				Leave						
6.C NUMBER OF WORKING DAYS APPLIE	-D FOR		6.D COMM	LITATION						
U.C. NOWIDER OF WORKING DATE AT LIED FOR			Not Requested							
INCLUSIVE DATES				Requested						
				·						
				(Signature of Applicant)						
	7	. DETAILS OF AC	TION ON	APPLICATION						
7.A CERTIFICATION OF LEAVE CREDITS	-		7.B RECOMMENDATION For							
As of				approval						
				For disapproval due to						
	Vacation Leave	Sick Leave								
Total Earned			_							
Less this application			-							
Balance			4							
ALMA A. MALABANAN				(Authorized Officer)						
HUMAN RESOURCE MANAGEMENT OFFICER 7.C APPROVED FOR:			7 D DISA	PPROVED FOR:						
days with pay			7.D DISA	TT NOVED TON.						
days with pay										
others (Specify)				-						
ENGR. GREGORIO M. MONREAL										
CITY ADMINISTRATOR										
CIT ADMINISTRATOR										