



**Gov. Alfonso D. Tan College**

**Maloro, Tanguib City**

# **FACULTY**

## **I – Salaries and Fringe Benefits**

- **Leave Administration Documents (Ledger, Leave Form, Approved Leaves)**

APPLICATION FOR LEAVE

C.S. Form No. 6  
Revised 2001

Office/ Agency	Last	First	Middle
Date	Position	Monthly Salary	
DETAILS OF APPLICATION			

TYPE OF LEAVE

- ☐ VACATION LEAVE
- ☐ To Seek Employment
- ☐ Other (Specify)
- ☐ Sick

Maternity

- WHERE LEAVE WILL BE SPENT
- IN CASE OF VACATION LEAVE
- ☐ Within the Philippines
- ☐ Abroad (Specify)
- IN CASE OF SICK LEAVE
- ☐ In Hospital (Specify)
- ☐ Out Patient (Specify)

NO. OF DAYS APPLIED FOR:

COMMUTATION

INCLUSIVE DATES:

☐ Requested ☐ Not Requested

Signature of Applicant

DETAILS OF ACTION ON APPLICATION

CERTIFICATION OF LEAVE CREDITS

As of

RECOMMENDATION

	Vacation	Sick	Total
Earned Leave			
Less: This Leave			
Ending Balance			

☐ Approved

☐ Disapproved due to

WILMAR O. CUAMBOT  
CITY ADMINISTRATOR I/ HRMO

(Authorized Official)

APPROVED FOR:

- days vacation leave with pay
- days sick leave with pay
- days maternity leave without pay
- days paternity leave with pay
- days special leave with pay
- days without pay

PHILIP T. TAN

City Mayor

WIL C. ENDRIO, LL.B., MPA  
COLLEGE REGISTRAR III

Date

CELESTINO  
FROM THE ORIGINAL  
DATE: 11/19/19



Republic of the Philippines  
CITY OF TANGUB  
Gov. Alfonso D. Tan College

PERMISSION SLIP

Authorized to go on:

☐ Vacation Leave

☐ Forced Leave

☒ Special Privilege Leave

☐ Others: (Please Specify)

MEDICAL OPERATION

Date of Filing: JUNE 20, 2018

Is granted to: Name: PREACHY HAE S. ESN  
Position: Asst. Prof. I

Agency/office GADTC

Inclusive Date: June 25 - 29, 2018

Purpose:

MEDICAL OPERATION - TAKING OF PLATE IN THE SHOULDER'S MIDDLE CLAVICLE

Requested by:

Recommended by:

NOTED:

PREACHY HAE S. ESN  
Printed Name & Signature

ROMAR C. MEGRINO  
Printed Name & Signature

BELLAFLOR E. FERNANDEZ  
ACA for Administration

Asst. Prof. I

Position

Head, HRMO

Position

6/22/18  
Date

FOR HRMO USE ONLY

Received by:

Date:

Time:

FOR THE ORIGINAL  
DATE: 6/22/18  
WEL C. ENERIO, LL.B., MPA  
COLLEGE REGISTRAR III



Republic of the Philippines  
CITY OF TANGUB  
Gov. Alfonso D. Tan College

PERMISSION SLIP

Authorized to go on:

☐

Vacation Leave

☒

Special Privilege Leave

☐ Others: (Please Specify)

Date of Filing: 06-20-2018

Is granted to: Name: ROBERTO VARGAS

Position: AA-1

Agency/office

AA-1

Inclusive Date: June 20, 21, 2018

Purpose:

Medical checkup

Requested by:

ACORN DOUGLAS  
Printed Name & Signature

AA-1  
Position

Recommended by:

ROMAR C. MEGRIÑO  
Printed Name & Signature

Head, HRMO  
Position

NOTED:

BELLAFLOR E. FERNANDEZ  
ACA for Administration

Date

FOR HRMO USE ONLY

Received by:

Date:

Time:

CLERK HAVE COPY  
FROM THE ORIGINAL  
DATE: 6/21/18

NIEL C. ENERIO, LL.B., MPA  
COLLEGE REGISTRAR III