

APPLICATION FOR LEAVE

CSC Form No. 6
Revised 1984

1. OFFICE/AGENCY	2. LAST NAME	FIRST	MIDDLE
3. DATE OF FILING	4. POSITION	5. SALARY(MONTHLY)	

DETAILS OF APPLICATION

<p>6. A) TYPE OF LEAVE</p> <p><input type="radio"/> Vacation</p> <p><input type="radio"/> To seek employment</p> <p><input type="radio"/> Others specify _____</p> <p><input type="radio"/> Sick</p> <p><input type="radio"/> Maternity</p> <p><input type="radio"/> Others (specify) _____</p> <p>6.c) Number of working days applied for: _____</p> <p>_____</p> <p>Inclusive dates _____</p> <p>_____</p>	<p>6. b). WHERE LEAVE WILL BE SPENT</p> <p>In case of Vacation Leave</p> <p><input type="radio"/> Within the Philippines</p> <p><input type="radio"/> Abroad (specify) _____</p> <p>_____</p> <p>In case of Sick Leave</p> <p><input type="radio"/> - In Hospital (specify)</p> <p><input type="radio"/> - Out Patient (specify)</p> <p>_____</p> <p>6.d) COMMUTATION</p> <p><input type="radio"/> Requested</p> <p><input type="radio"/> Not Requested</p> <p>_____</p> <p style="text-align: right;">Signature of Applicant</p>
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DETAILS OF ACTION ON APPLICATION

<p>7.a) CERTIFICATION OF LEAVE CREDITS</p> <p>as of _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Vacation</th> <th style="width: 33%;">Sick</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;"><i>Human Resource Management Office III</i></p>	Vacation	Sick	Total				<p>7.b) RECOMMENDATION</p> <p><input type="radio"/> Approval</p> <p><input type="radio"/> Disapproval due to:</p> <p>_____</p> <p>_____</p> <p style="text-align: center; margin-top: 20px;"><i>Authorized Officer</i></p>
Vacation	Sick	Total					
<p>7.c) APPROVED FOR: _____</p> <p>_____ days w/ pay</p> <p>_____ days w/o pay</p> <p>_____ others (specify)</p> <p>Balance of Leave Credits for the future use:</p> <p>SL = _____ VL = _____</p>	<p>7.d) DISAPPROVED DUE TO: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>						

For and By Authority of the Schools Division Superintendent:

(Authorized Officer)

INSTRUCTIONS

1. Application for verification of sick leave for one full day or more shall be on this form and to be accomplished at least in duplicate.
2. Application for sick leave filed in advance or exceeding five (5) days shall be accompanied by medical certificate. In case medical consultation was not available, an affidavit should be executed by the applicant.

GUIDELINES ON THE FILING OF APPLICATION FOR VACATION LEAVE OF ABSENCE (CSC Memorandum Circular No. 2, s. 1985)

1. Pursuant to the Civil Service Rules, leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. Hence, the grant vacation leave is discretionary on the part of the agency head or authority concerned, thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.
2. An application for leave should properly cleared with the immediate supervisor and the Director/Department Heads concerned, who shall determine the contingency of the officer and employee's service. An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence shall not be deducted from his accredited leave credits; if there are any.
3. An application for leave of absence for thirty (30) days or more shall be accompanied by a clearance. The Director concerned shall see to it that the said clearance has been duly recommended by the Division Chief concerned before approval of such leave application of recommendation of the name of the higher authorities.
4. The agency should notify in writing the employee, who is Absent Without Leave (AWOL) thirty (30) days to report within five(5) days from receipt of notice, otherwise he shall be dropped from the rolls.
5. All proposals for trips of the government officials and employees including these which are classified as all expenses free shall submitted to the Office if the President for final action.
6. Before going on vacation leave of absence, the officer or employee concerned shall see to it that his application for leave was signed by proper authorities. The Personnel Officer or other Officer In-Charge thereof shall furnish the said officer or employees their copy of his/her approved or disapproved application.
7. In the application for leave of absence, the purpose or reason thereof shall be clearly indicated and where the purpose or reasons for such leave is for employment outside the country, such application shall be denied outright.
8. Any misrepresentation in the application for leave be ground for disciplinary action.