CSC Form No. 6
Revised 1984

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last) (First) (Middle)		
VISAYAS STATE UNIVERSITY	BENITEZ	CECILIO	MONTEROLA

3. DATE OF FILING: September 24, 2020	4. POSITION: ADM. AIDE I	5. SALARY

6. DETAILS OF APPLICATION

6.a TYPE OF LEAVE :

[ ] Vacation
     [ ] To seek employment
     [ ] Others (specify)

[ ] Sick
[ ] Maternity
[ ] Others (specify)

6.b WHERE LEAVE WILL BE SPENT

(1) In case of Vacation Leave
     [ ] Within the Philippines
     [ ] Abroad (specify)

_____
_____

(2) In case of Sick Leave
     [ ] In hospital (specify)
     [ ] Out-Patient (specify)

6.c NUMBER OF WORKING DAYS APPLIED FOR
     10 DAYS ONLY

Inclusive Dates:

     MONETIZATION

6.d COMMUTATION

[ ] Requested   [ ] Not Requested

     CECILIO M. BENITEZ
     (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.a CERTIFICATION OF LEAVE CREDITS
as of _____

Number of Days

Vacation	Sick	Total

HONEY SOFIA V. COLIS
Head, RSP-PRO

7.b RECOMMENDATION:

[ ] Approved
[ ] Disapproved due to :

_____
_____
_____

ELIZA D. ESPINOSA
Authorized Official

7.c APPROVED FOR:

_____ days with pay   _____ days without pay

Others (specify) _____

7.d DISAPPROVED due to:

_____
_____
_____

EDGARDO E. TULIN
(Printed Name and Signature)
University President   Date: _____

INSTRUCTION

1. Application for vacation or sick leave for one full day or more shall be made on this Form and to be accomplished at least in duplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her authorized leave of absence.
5. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.