	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

Civil Service Form No.6 ANNEX A

Revised 2020



Republic of the Philippines

Department of Education

- · P · · · · · · · · · · · · · · · · ·	
Region	
Schools Division of	DATE OF RECEIPT

APPLICATION FOR LEAVE				
1. OFFICE/DEPARTMENT	2. NAME:	(Last)	(First)	(Middle)
3. DATE OF FILING	. DATE OF FILING 4. POSITION		5. SALARY	
	6. DETAIL	S OF APPL	ICATION	
6.A TYPE OF LEAVE TO BE AVAILED Vacation Leave (Sec. 51, Rule XVI, OMAID Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibut Maternity Leave (R.A. No. 11210 / IRI Paternity Leave (R.A. No. 8187 / CSC) Special Privilege Leave (Sec. 21, Rule XVI, Omnibut Solo Parent Leave (RA No. 8972 / CSC) Study Leave (Sec. 68, Rule XVI, Omnibut 10-Day VAWC Leave (RA No. 9262 Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibut Special Leave Benefits for Women Special Leave Benefits for Women Special Emergency (Calamity) Leadoption Leave(R.A. No. 8552) Others:	Omnibus Rules Implementing E.O. No R issued by CSC, DOLE and SSC MC No. 71, s. 1998, as amendale XVI, Omnibus Rules Implement SC MC No. 8, s. 2004) ibus Rules Implementing E.O. No / CSC MC No. 15, s. 2005) le XVI, Omnibus Rules Implementing E.O. No (RA No. 9710 / CSC MC No. 25)	nting E.O. No.292) b. 292) SS) ded) ting E.O. No. 292) No. 292) ing E.O. No. 292)	6.B DETAILS OF LEAVE In case of Vacation/Special Production Within the Philippines Abroad (Specify) In case of Sick Leave: Out Patient (Specify Illnes) In case of Special Leave Bend (Specify Illness) In case of Study Leave: Completion of Master's DESAR/Board Examination Other purpose: Monetization of Leave Criminal Leave	s)efits for Women:
6.C NUMBER OF WORKING DAYS AF	PLIED FOR		6.D COMMUTATION Not Requested Requested	
-			(Signature o	of Applicant)
	7. DETAILS OF	ACTION C	N APPLICATION	
7.A CERTIFICATION OF LEAVE CRED	DITS		7.B RECOMMENDATION For approval For disapproval due	
(Authorize	ed Officer)		(Authorize	ed Officer)

C.C APPROVED FOR:days with pay	7.D DISAPPROVED DUE TO:		
days without pay others (Specify)			
	(Authorized Official)		