

**CSC FORM 6**

**APPLICATION FOR LEAVE**

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<b>1. CEBU TECHNOLOGICAL UNIVERSITY</b>		Main Campus, R. Palma St., Cebu City	
2. NAME	(Last)	(First)	(MI)
3. Date of Filing		4. Position	5. Monthly Salary

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**DETAILS OF APPLICATION**

<p>6. Type of Leave</p> <p>_____ Vacation</p> <p>_____ To seek employment</p> <p>_____ Monetization</p> <p>_____ Forced Leave</p> <p>_____ Sick</p> <p>_____ Maternity</p> <p>_____ Others (specify) _____</p> <p>_____</p> <p>No. of working days</p> <hr/> <table border="0" style="width:100%"><tr><td style="width:50%">Words</td><td style="width:50%">Figures</td></tr></table>	Words	Figures	<p>7. Where leave will be spent</p> <p>a. In case of vacation leave</p> <p>_____ within the Philippines</p> <p>_____ abroad (specify) _____</p> <p>b. In case of sick leave</p> <p>_____ in hospital (specify) _____</p> <p>_____ out-patient (specify) _____</p> <p>c. Commutation</p> <p>_____ requested _____ not requested</p> <p>_____</p> <p style="text-align: right;">_____ <b>Signature of Applicant</b></p>
Words	Figures		

From: \_\_\_\_\_

To: \_\_\_\_\_

**DETAILS OF ACTION OF APPLICATION**

<p>7a. Certification of Leave Credits</p> <table border="0" style="width:100%"><tr><td></td><td style="text-align: center;"><b>Vacation</b></td><td style="text-align: center;"><b>Sick</b></td></tr><tr><td>Balance Brought Forward:</td><td>_____</td><td>_____</td></tr><tr><td>Leave Credits Earned:</td><td>_____</td><td>_____</td></tr><tr><td>TOTAL:</td><td>_____</td><td>_____</td></tr><tr><td>Less: Leave applied for:</td><td>_____</td><td>_____</td></tr><tr><td>Balance as of:</td><td>_____</td><td>_____</td></tr><tr><td>Other details charge:</td><td>_____</td><td>_____</td></tr></table>		<b>Vacation</b>	<b>Sick</b>	Balance Brought Forward:	_____	_____	Leave Credits Earned:	_____	_____	TOTAL:	_____	_____	Less: Leave applied for:	_____	_____	Balance as of:	_____	_____	Other details charge:	_____	_____	<p>7b. RECOMMENDATION</p> <p>_____</p> <p style="text-align: right;"><b>Head of Unit/Section</b></p>
	<b>Vacation</b>	<b>Sick</b>																				
Balance Brought Forward:	_____	_____																				
Leave Credits Earned:	_____	_____																				
TOTAL:	_____	_____																				
Less: Leave applied for:	_____	_____																				
Balance as of:	_____	_____																				
Other details charge:	_____	_____																				

**CERTIFIED BY:**

**IRWIN P. ALLEGO**  
SUPERVISING ADMINISTRATIVE OFFICER

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<p>7c. APPROVED FOR:</p> <p>Dates: From _____ Days</p> <p>To _____ with pay</p> <p>Dates: From _____</p> <p>To _____ without pay</p>	<p>7d. DISAPPROVED DUE TO:</p>
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**JERLITO A. LETRONDO, LLB**  
CHIEF ADMINISTRATIVE OFFICER