



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**

**Division Memorandum**

No. 089 s. 2021

May 12, 2021

**REMINDERS ON THE FILING OF APPLICATION FOR LEAVE OF ABSENCE  
(CSC FORM 6-Revised 2020)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Teaching, Related Teaching and Non-Teaching Personnel

1. This is to reiterate the prompt and complete submission of Application for Leave (CSC Form 6) by all personnel concerned.
2. Filing of leave including reinstatement to service must comply with Civil Service Commission policies. It should be filed at least in duplicate, with documentary requirements. The date of filing shall be reckoned from the "Stamp Date of Receipt" at the Division Office Records Section.
3. The official Form to be used shall be Civil Service Form 6 (Revised 2020), sample of which is attached to this Memorandum. It should be printed back-to-back to include the "Instructions and Requirements" on page 2.
4. Immediate and wide dissemination of this Memorandum is enjoined.

**SALVADOR O. OCHAVO, JR. EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

LEAVE          POLICY          RULES AND REGULATIONS  
/jrn



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Republic of the Philippines  
 Department of Education  
 DIVISION OF CAPIZ  
 Banica, Roxas City

Stamp of Date of  
 Receipt

**APPLICATION FOR LEAVE**

1. OFFICE/DEPARTMENT \_\_\_\_\_ 2. NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 DEPED, PERSONNEL UNIT

3. DATE OF FILING \_\_\_\_\_ 4. POSITION \_\_\_\_\_ 5. SALARY \_\_\_\_\_

**6. DETAILS OF APPLICATION**

6.A TYPE OF LEAVE TO BE AVAILED OF

**Vacation Leave** (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Mandatory/Forced Leave**(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Sick Leave** (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Maternity Leave** (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)

**Paternity Leave** (R.A. No. 9187 / CSC MC No. 71, s. 1998, as amended)

**Special Privilege Leave** (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Solo Parent Leave** (RA No. 8972 / CSC MC No. 8, s. 2004)

**Study Leave** (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**10-Day VAWC Leave** (RA No. 9262 / CSC MC No. 15, s. 2005)

**Rehabilitation Privilege** (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Special Leave Benefits for Women** (RA No. 9710 / CSC MC No. 25, s. 2010)

**Special Emergency (Calamity) Leave** (CSC MC No. 2, s. 2012, as amended)

**Adoption Leave**(R.A. No. 8552)

**Others:** \_\_\_\_\_

6.B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

Within the Philippines \_\_\_\_\_

Abroad (Specify) \_\_\_\_\_

*In case of Sick Leave:*

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

*In case of Special Leave Benefits for Women:*

(Specify Illness) \_\_\_\_\_

*In case of Study Leave:*

Completion of Master's Degree \_\_\_\_\_

BAR/Board Examination Review *Other* \_\_\_\_\_

*purpose:* \_\_\_\_\_

Monetization of Leave Credits \_\_\_\_\_

Terminal Leave \_\_\_\_\_

6.C NUMBER OF WORKING DAYS APPLIED FOR \_\_\_\_\_

INCLUSIVE DATES \_\_\_\_\_

6.D COMMUTATION

Not Requested

Requested

(Signature of Applicant) \_\_\_\_\_

**7. DETAILS OF ACTION ON APPLICATION**

7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

\_\_\_\_\_  
 Authorized Officer

7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

\_\_\_\_\_  
 Authorized Officer

7.C APPROVED FOR:

\_\_\_\_\_ days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (Specify)

\_\_\_\_\_  
 Authorized Officer

7. D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_