

FORM 6

APPLICATION FOR LEAVE

1. OFFICE/AGENCY BATANGAS STATE UNIVERSITY	2. NAME (Last) (First) (Middle)
3. DATE OF FILING	4. POSITION 5. SALARY

DETAILS OF APPLICATION

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> VACATION</p> <p><input type="checkbox"/> To seek employment</p> <p><input type="checkbox"/> Others (Specify) _____</p> <p><input type="checkbox"/> SICK</p> <p><input type="checkbox"/> MATERNITY</p> <p><input type="checkbox"/> OTHERS (Specify) _____</p> <p>6. c) NUMBER OF WORKING DAY/S APPLIED FOR _____ days</p> <p>INCLUSIVE DATES _____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT</p> <p>1. IN CASE OF VACATION LEAVE</p> <p>Within the Philippines</p> <p>Abroad (Specify) _____</p> <p>2. IN CASE OF SICK LEAVE</p> <p>In Hospital (Specify) _____</p> <p>Out-Patient (Specify) _____</p> <p>6. d) COMMUTATION</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p align="center">_____ Signature of Applicant</p>
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DETAILS OF ACTION ON APPLICATION

<p>7. a) CERTIFICATE OF LEAVE CREDITS 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: 30px;"></td> <td></td> <td></td> </tr> <tr> <td align="center">Days</td> <td align="center">Days</td> <td align="center">Days</td> </tr> </tbody> </table> <p align="center" style="margin-top: 20px;"><u>Atty. NOEL ALBERTO S. OMANDAP</u> Asst. Director, HRMO</p>	VACATION	SICK	TOTAL				Days	Days	Days	<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved due to _____</p> <p align="center" style="margin-top: 20px;">_____ AUTHORIZED OFFICIAL</p>
VACATION	SICK	TOTAL								
Days	Days	Days								
<p>7. c) APPROVED FOR:</p> <p>_____ day/s with pay</p> <p>_____ day/s without pay</p> <p>_____ others (specify)</p>	<p>7. d) DISAPPROVED DUE TO :</p> <p>_____</p> <p>_____</p> <p>_____</p>									

Atty. LUZVIMINDA C. ROSALES, CPA
VP for Administration and Finance