



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

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**Office of the Schools Division  
Superintendent**

April 30, 2021

DIVISION MEMORANDUM  
No. 132, s. 2021

**UTILIZATION OF THE REVISED CSC FORM 6 IN THE APPLICATION OF LEAVE**

To: Assistant Schools Division Superintendents  
Division Chief Supervisor  
Education Program Supervisors/Specialists  
Public Schools District Supervisors/District In-Charge  
Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
All Others Concerned

1. The field is informed and directed to utilize the revised CSC Form 6 in the application for leave of absence, both teaching and non-teaching, effective immediately.
2. Attached is the template of the CSC Form 6 Revised 2020, for reference.
3. Widest and immediate dissemination and guidance of all concerned.

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

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Republic of the Philippines  
SCHOOLS DIVISION OF CEBU PROVINCE  
IPHO Bldg., Sudlon, Lahug, Cebu City

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT

2. NAME : (Last) (First) (Middle)

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. 8187 / 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	Others
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 Official)

7.D DISAPPROVED DUE TO: