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Republic of the Philippines
Department of Environment and Natural Resources
Region 4 MIMAROPA
1515 L& S Building, Roxas Boulevard, Ermita, Manila

APPLICATION FOR LEAVE

CSC Form 6
(Revised 2015)

1. Office/Agency DENR MIMAROPA REGION Employee ID/Number: R4M-ADAS2-370
Employee Contact Number: 09499290780

2. Name: RODRIGUEZ ROSEMARIE FRESNIDO
(Last Name) (First Name) (Middle Name)

3. Date of Filing: 14-Nov-22 4. Position: Admin Asst. II
5. Monthly Salary: _____

6. a. Type of Leave
☐ Vacation Leave
☐ To seek employment
☐ Forced Leave
☐ Sick Leave
☐ Maternity Leave
☒ Others (Please specify) SLP
6.b. Where leave will be spent in case of Vacation Leave?
N/A
In case of Sick Leave, please specify the place of recovery.
At home

7. Number of working days applied: 3
Inclusive dates: Dec 20 26 & 27, 2022

Commutation _____ Requested
Not Requested
[Signature]
ROSEMARIE F. RODRIGUEZ
(Signature over Printed Name of Employee)

ROSARIO C. GULMATICO
(Signature over Printed Name of Immediate Head)
Chief, Administrative Division

DETAILS OF ACTION ON APPLICATION

7. A. Certification of Leave Credits

Vacation Leave Credits	Sick Leave Credits	Total Leave Credits

7. B. Recommendation

Vacation Leave Credits	Sick Leave Credits	Total Leave Credits

Chief, Personnel Section

7. C. APPROVED FOR:

_____ days with pay
_____ days without pay

7. D. DISAPPROVED due to:

DONNA MAYOR -CORDOVE - CESO IV
Assistant Regional Director for Management Services

- Application for vacation or sick leave for one full day or more shall be made on this form and to be accomplished in four copies.
- Application for vacation leave shall be filed in advance. In case of sick leave exceeding five days shall be accompanied with medical certificate.
- An employee who is absent without approved leave shall not be entitled to receive his salary corresponding the period his authorized leave of absence.



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