



APPLICATION FOR AVAILMENT OF SPECIAL PRIVILEGE(S)

Pursuant to CSC MC No. 6, 1999

NAME: _____ Employee No.: _____
 (Last) (First) (Middle)

Division/Unit: _____ Position: _____ Date Filed: _____

DETAILS OF ACTION

Special Privileges	Date(s) Applied
PERSONAL MILESTONE:	
<input type="checkbox"/> Birthday	_____
<input type="checkbox"/> Wedding/Wedding Anniversary	_____
<input type="checkbox"/> Death Anniversary	_____
<input type="checkbox"/> Others (please specify)	_____
PARENTAL OBLIGATION:	
<input type="checkbox"/> Attendance in School Programs/PTA Meeting	_____
<input type="checkbox"/> Graduation	_____
<input type="checkbox"/> Enrolment	_____
<input type="checkbox"/> First Communion	_____
<input type="checkbox"/> Medical Needs	_____
<input type="checkbox"/> Others (please specify)	_____
FILIAL OBLIGATIONS:	
<input type="checkbox"/> Assistance in the Medical/Social Needs of parents and siblings	_____
DOMESTIC EMERGENCIES	
<input type="checkbox"/> Sudden Death	_____
<input type="checkbox"/> Sudden Absence of yaya or maid	_____
<input type="checkbox"/> Others (please specify)	_____
OTHER SPECIAL PRIVILEGES:	
<input type="checkbox"/> Personal Transactions with gov't & private Offices (please specify)	_____
<input type="checkbox"/> Calamity	_____
<input type="checkbox"/> Accident/Hospitalization Leave	_____
<input type="checkbox"/> Relocation Leave	_____
<input type="checkbox"/> Mourning/Funeral Leave	_____
<input type="checkbox"/> Rest Day (once a month only for 4 days) continuous travel	_____

 Applicant's Signature

DETAILS OF ACTION ON APPLICATION

RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to:	RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to:
RIA LORRAINE P. MENDOZA Administrative Officer IV- HRMO	RISA BEA SOCORRO M. BORRES Administrative Officer V
APPROVED:	
MELISSA S. SANCHEZ OIC – Assistant Schools Division Superintendent	

NOTE:
 1. The official employee may be granted a maximum of three (3) days within a calendar year of any combination of special privileges of his choice which he would opt to avail.
 2. Special leave privilege shall be non-cumulative and non-commutative.
 3. The official/employee shall submit the application for the said special privileges for at least one (1) week prior to its availment except on emergency cases.
 4. Special leave privilege may be availed of by the official/employee when the occasion is personal to him and that of his immediate family; and
 5. These privileges shall be enjoyed only by permanent/casual/contractual employees who have rendered six (6) months of continuous satisfactory service.