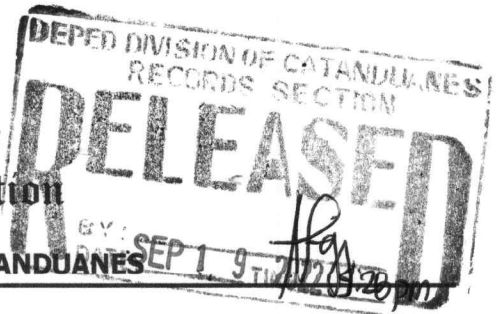




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



19 September 2022

DIVISION MEMORANDUM
No. 456 s. 2022

REITERATION OF THE RULES ON LEAVE

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office reiterates the rules on leave in compliance with the provisions of the Omnibus Rules on Leave (CSC MC No. 41, s. 1998 as amended).
2. Application for any type of leave shall be accomplished using the revised Civil Service Form No. 6 - Application for Leave (Revised 2020) in three (3) copies with the required supporting documents attached.
3. In case of travel abroad on personal business, application for leave and other required documents must be received at the Office of the Schools Division Superintendent through the Human Resource Management Office (HRMO) at least 45 days prior to the departure date.
4. For leave of absence of thirty (30) calendar days or more, application shall be accompanied by a clearance from money, property, and work-related accountabilities.
5. Section 50 of the Omnibus Rules on Leave –*Effect of unauthorized leave* – An official/employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however that his/her absence shall no longer be deducted from his/her accumulated leave credits.
6. Section 56 – *Leave without pay* – All absences of an official or employee in excess of his/her accumulated vacation or sick leave credits earned shall be without pay.
7. All personnel shall strictly follow/observe the prescribed period on the application for leave. Application filed beyond the prescribed period can be a cause for disapproval, thus it shall be deducted from his/her salary.
8. Pursuant to CSC MC No. 01, s. 2017 per Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 2292 provides:



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“... On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.”

xxx

9. Section 63, Rule XVI of the Omnibus Rule on Leave. *Effect of absences without approved leave*- An official or an employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty working (30) days 3 x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.
10. In the exigency of service, the head of agency/authorized official may recall/revoke the approved application for Vacation Leave, Special Privilege Leave and Mandatory/Forced Leave.
11. For information, guidance, and strict compliance.

SUSAN S. COLLANO
 Schools Division Superintendent

Encls:

As stated

References: CSC MC No. 41, s. 1998 as amended; CSC MC No. 01, s. 2017;
 DepEd Order No. 2, s. 2021

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

EMPLOYEES	LEAVE
RULES AND REGULATIONS	

MBL/DM-Reiteration of the Rules on Leave
 004/September 19, 2022





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SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1 to Division Memorandum No. 456 s. 2022

TYPES OF LEAVE
(Instructions & Requirements)

1. Vacation leave

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leaves within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave – 105 days

- A female employee can avail of maternity leave of not more than forty-five (45) days prior to her delivery date for prenatal care purposes. Maternity leave benefits should be availed by the eligible female worker either before or after the actual period of delivery in a continuous and uninterrupted manner.
- Maternity leave can be used as combinations of prenatal and postnatal leave provided that postnatal care shall not be less than 60 days.
- Proof of pregnancy e.g., ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

- May be enjoyed either in a continuous or in an intermittent manner on the days immediately before, during and after the delivery of his legitimate spouse BUT not later than the period of spouse's ML.





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- It shall be filed within reasonable period, e.g. a week prior to spouse's Expected Date of Delivery (except miscarriage and abnormal deliveries).
- Proof of child's delivery e.g., birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to av ailment, except on emergency cases. Special privilege leaves within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave – up to 6 months

- Shall meet the agency's internal requirements, if any.
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay.
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court.
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
 - d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.





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- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).





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Enclosure No. 2 to Division Memorandum No. 46 s. 2022

Application for sick / vacation / study / maternity / paternity leave and grant of service credits for teachers and non-teaching personnel as per DepEd Order No. 002 s. 2021 (Revised Signing Authorities for Administrative and Financial Matters in the Department of Education)

1. Sick / Vacation / Study / Maternity / Paternity Leave

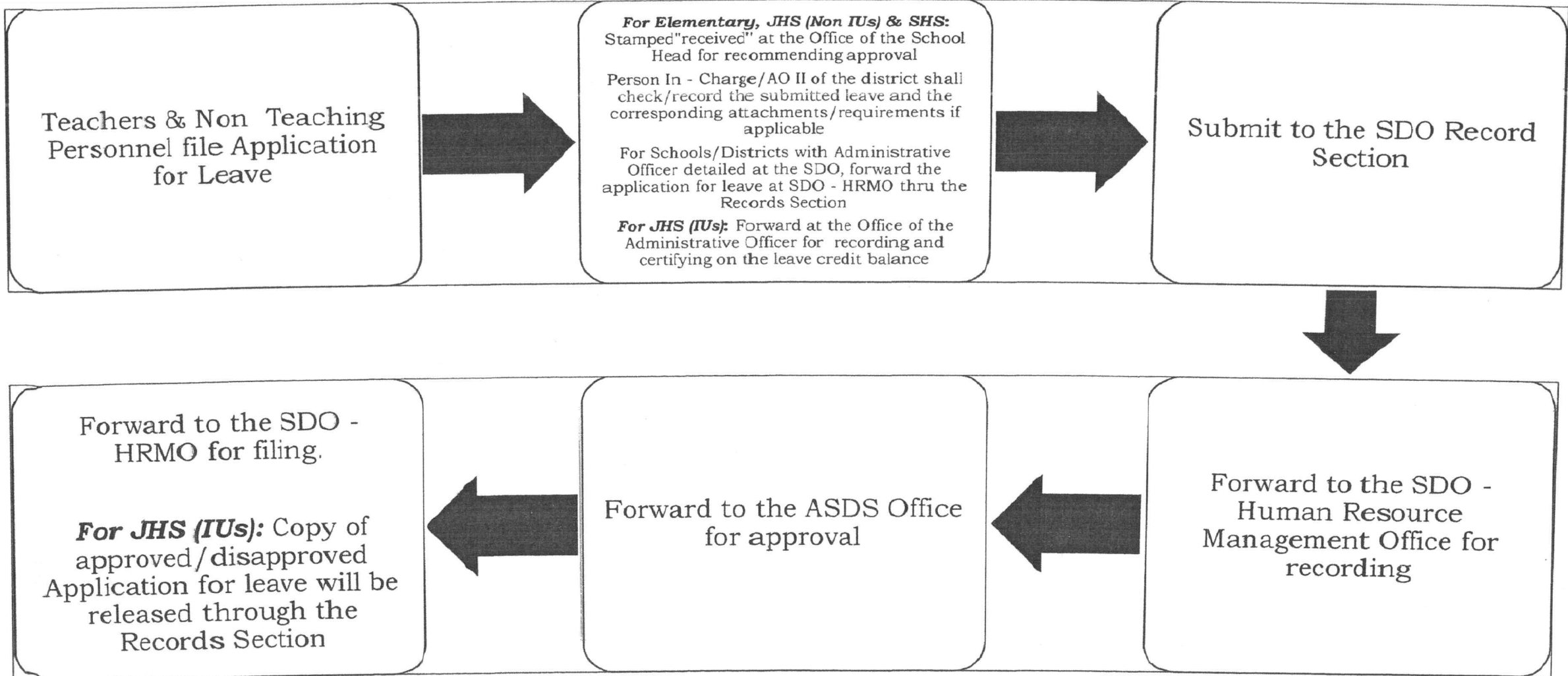
The following are the delegated signing authorities for the approval of the Leave Form (Form No. 6) prior to the processing of said documents by the appropriate Personnel Division/Unit in the various DepEd governance levels.

Office/Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) year	
	Recommending Approval	Approval	Recommending Approval	Approval
School				
Principal/Head Teachers/TIC	ASDS	SDS	ASDS	SDS
Teachers and non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

Office/Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) year	
	Recommending Approval	Approval	Recommending Approval	Approval
SDO				
SDS/ASDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS
Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS

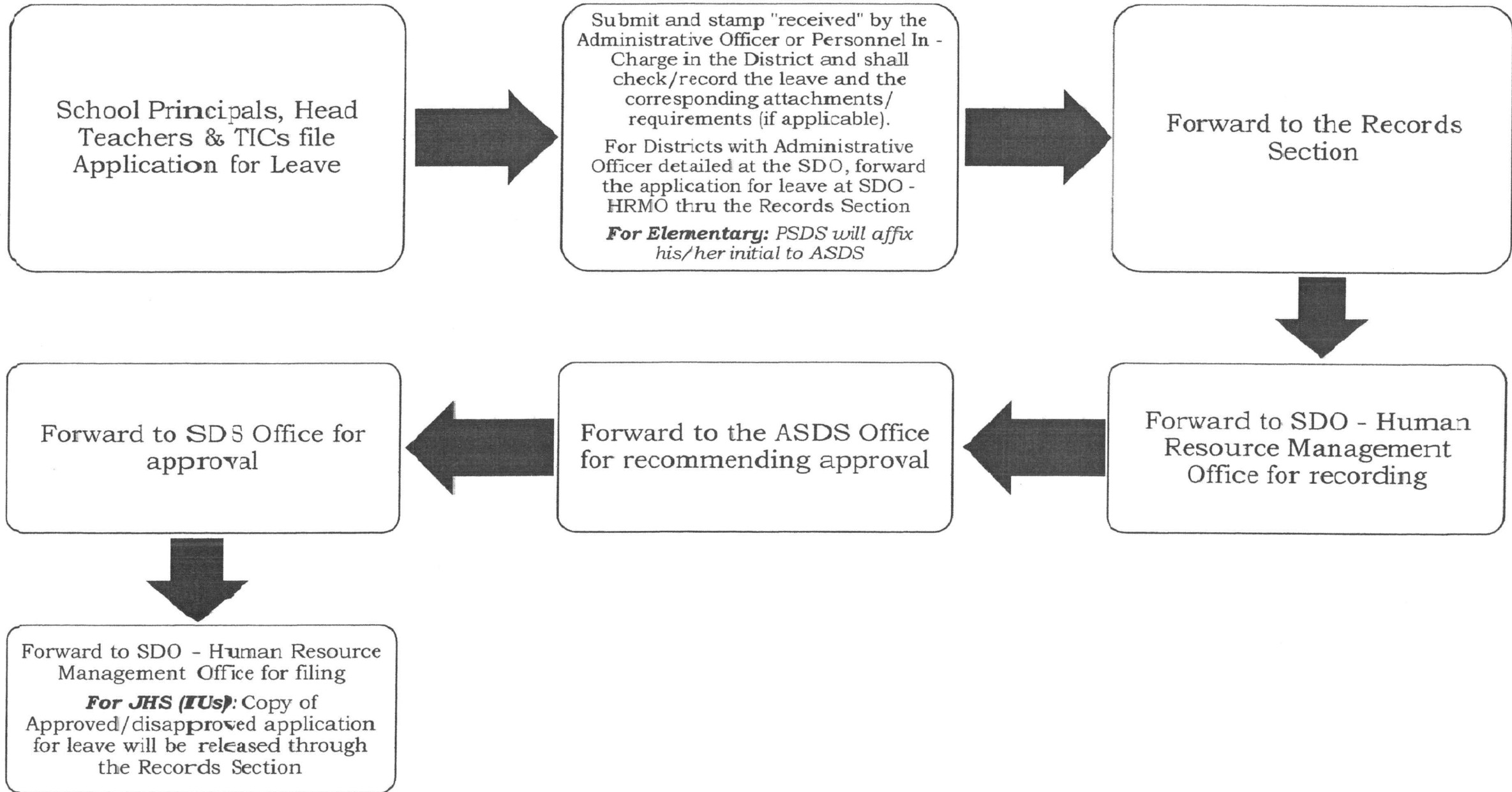


APPLICATION FOR LEAVE PROCESS FLOW
Teachers and Non – Teaching Personnel (School Level)

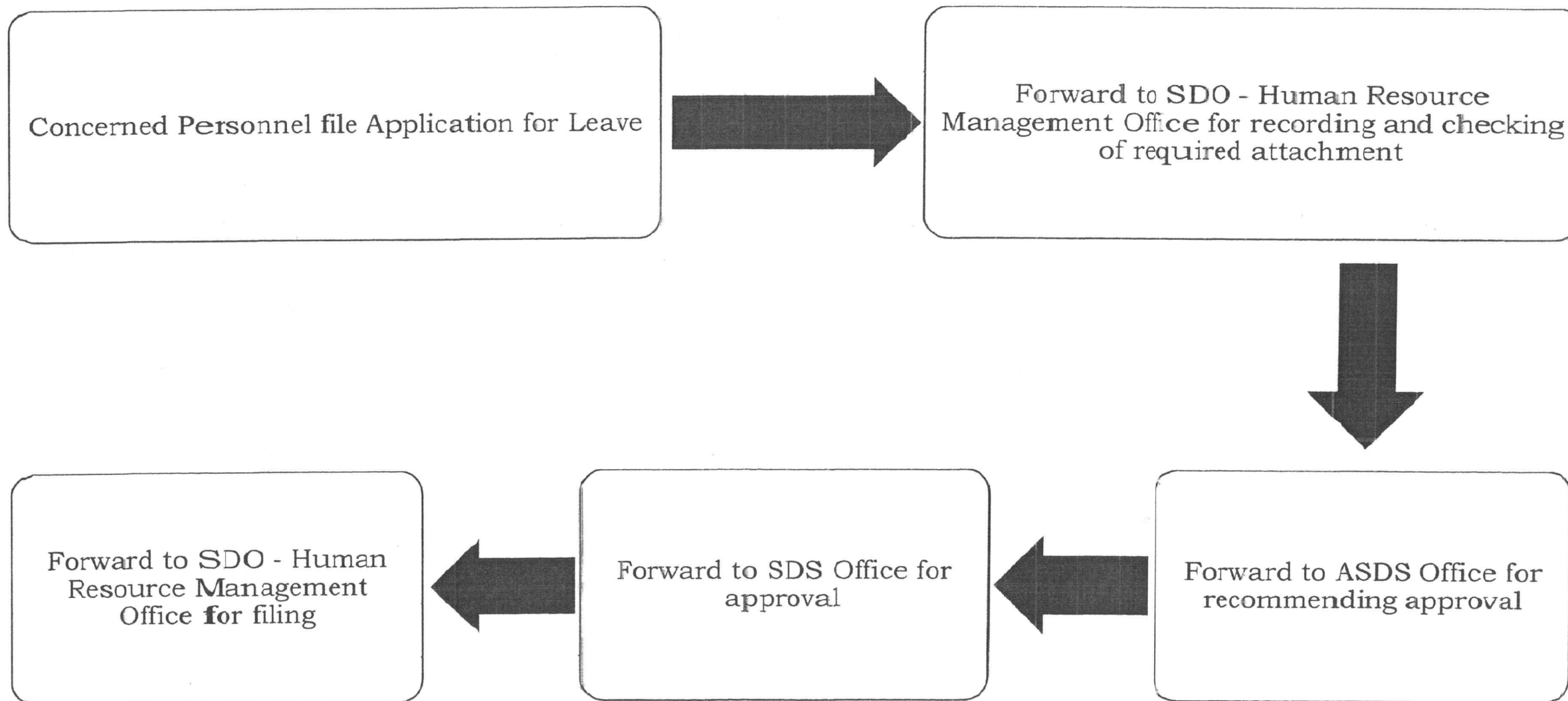


Note: For more than 60 calendar days to one (1) year, approval of leave shall be at the Office of the SDS.

APPLICATION FOR LEAVE PROCESS FLOW School Heads

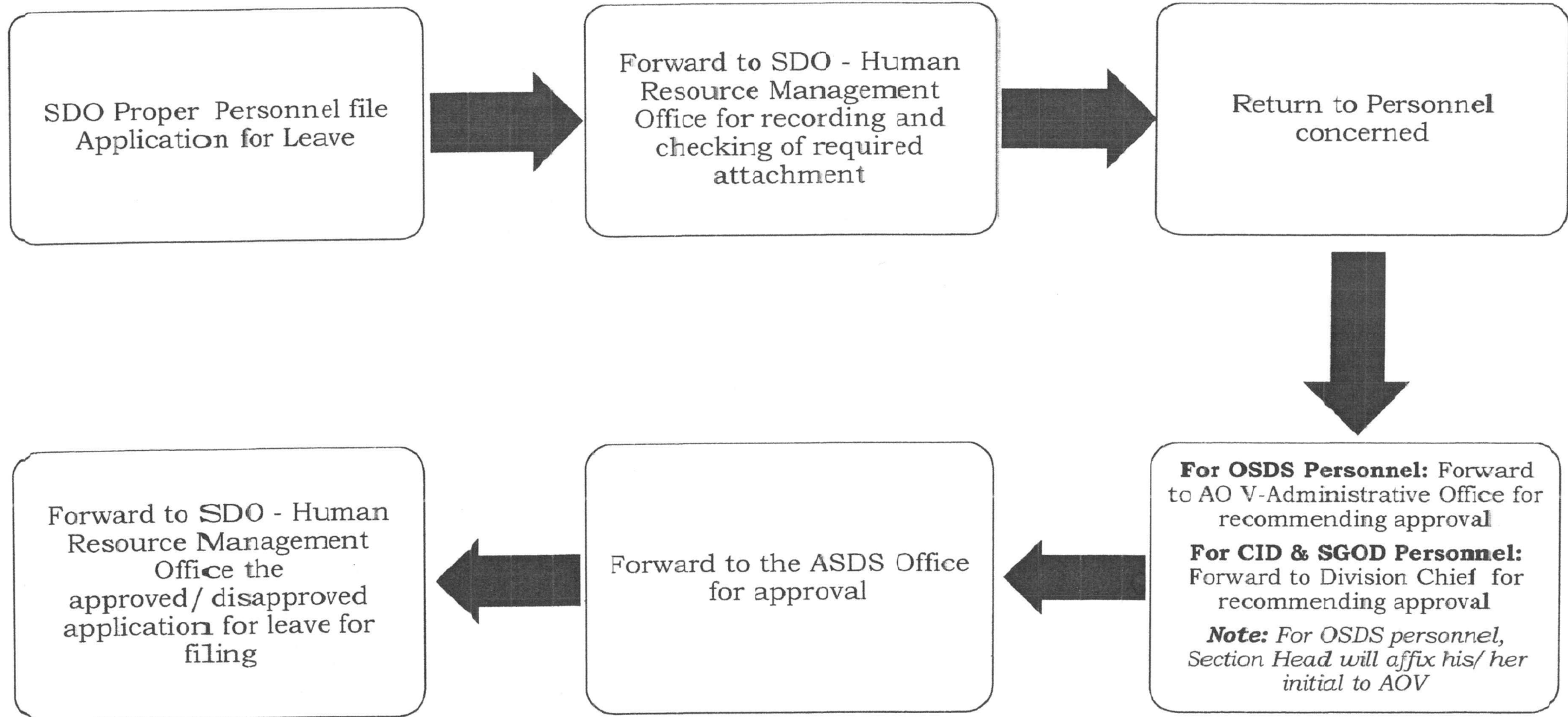


APPLICATION FOR LEAVE PROCESS FLOW
SDO Proper Personnel
(Administrative Officer V, Accountant, Division Chiefs)



APPLICATION FOR LEAVE PROCESS FLOW

SDO Proper Personnel
(Below Division Chief)



Note: For more than 60 calendar days to one (1) year, approval of leave shall be at the Office of the SDS