



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



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DIVISION MEMORANDUM

No. 248, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Filing and Submission of Applications for Leave of Absence
(CSC Form 6) with Reiteration of Division Memorandum 74, s. 2018
and Division Memorandum 105, s. 2018

Date: October 3, 2019

1. For uniformity of understanding, with reference to Rule XVI, EO 292, as Amended by CSC MC No. 41, s. 1998 and CSC MC No. 14, s. 1999), let the following terms be defined as follows:

- **Leave of Absence** is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of EO 292.
- **Unauthorized leave** is being absent from work despite prior disapproval of the leave application.
- **Unfiled Leave** refers to the employee's absence from work without filing the necessary leave application as required under the CSC rules.
- **Late submission of leave application** is the failure of employees to submit their leave applications within the allowable period of filing/submission.
- **Unfiled/late filed/submitted leave** is considered as unauthorized leave and the period of absence shall be deducted from the salary. It is also considered violations of CSC rules; thus, subject to disciplinary action.

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Republic of the Philippines
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2. This Office has issued Division Memorandum 74, s. 2018 prescribing the process to be observed whenever an employee intends to go on leave of absence. This Memorandum was reiterated thru Division Memorandum 105, s. 2018. It has been observed, that despite issuance of the aforementioned memoranda, such are not strictly adhered by majority of the employees. With consideration of the foregoing, effective for the month of **October, 2019**, the following shall be strictly observed and implemented.
 - Process prescribed in Division Memorandum 74, s. 2018 on filing and submission of Application for Leave of Absence (using CSC Form 6) shall be strictly followed. Hence, applications for leave not using the prescribed form or not properly filled out or not submitted within the prescribed period shall be automatically returned without action. **Date when the application is received** by the Division Office shall be considered **as the submission date**.
 - Whenever the application for leave of absence is **not acted upon** by the duly authorized official/signatory **within five (5) working days after receipt thereof**, the application for leave of absence is deemed approved. (Sec. 49, Rule XVI, EO 292). **The concerned employee has the responsibility to follow-up with his/her supervisor (School/ Division/ Section/ Unit Head), the action taken to his/her leave application.**
 - An employee shall be considered **habitually absent** if he/she incurs unauthorized absences **exceeding the allowable 2.5 days monthly leave credit for at least three (3) months in a semester or at least three (3) consecutive months in a year**. In case of claim of ill health, the validity of such claim shall be verified and the application for sick leave shall be disapproved if the reasons given are not satisfactory. [Section 22 (q), Rule XIV of EO 292 as amended by CSC Resolution No. 98-1395 dated 08 June 1998].
 - An employee who is absent without approved leave **shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence** pursuant to Section 50 of Rule XVI of EO 292. It is understood however, that his/her absence shall no longer be deducted from his/her accumulated service/leave credits.
3. All employees are hereby reminded that ***Frequent Unauthorized Absences (Habitual Absenteeism)*** from duty is considered as grave offense punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense. As such, **school heads and division/section/unit heads** are required to monitor the attendance of their subordinates and report cases of Habitual Absenteeism through the Personnel Division, for appropriate disciplinary action.
4. For information, guidance and strict compliance.

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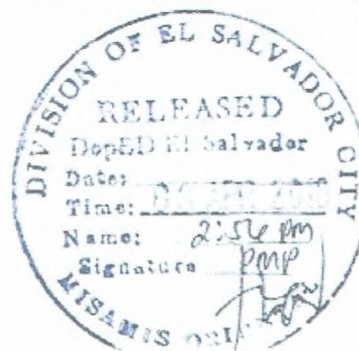
No. 165, s. 2018

To: ALL EMPLOYEES

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Reiteration on the Filing and Submission of CSC Form 6-Application for Leave of Absence

Date: April 03, 2018



1. It has been observed that there are still schools who submit their employees' Applications for Leave of Absence together with their school's Monthly Report of Absence/s and Under time (MRAU). This is to remind all employees to follow what was stipulated in Division Memorandum 74, s. 2018 proper filing and submission of CSC Form 6-Application for Leave of Absence.
2. All are required to use the prescribed form sent to their DepED Email. School Heads may also request a copy from the Personnel Office.
3. Effective April 10, 2018, all Applications for Leave which do not conform to the prescribed form and date shall be acted as follows:

Issue/Concern	Action on Application for Leave of Absence
Late filing and/or submission of Application for Leave (CSC Form 6)	Leave shall be considered as Leave Without Pay (LWOP); Hence, corresponding deduction/s shall be made from the salary
Not following the prescribed form	Returned immediately without action

4. For information, guidance and strict compliance.

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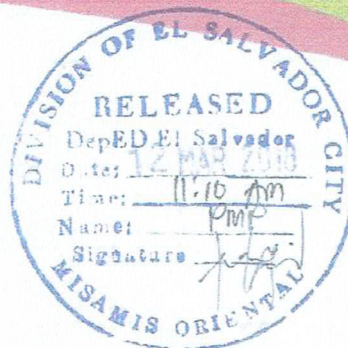
No. 74, s. 2018

To: ALL EMPLOYEES

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Filing and Submission of CSC Form 6-Application for Leave of Absence

Date: March 09, 2018



1. This is to remind all employees on the proper filing and submission of CSC Form 6-Application for Leave of Absence. All are required to strictly observe the following:

TYPE OF LEAVE	DATE OF FILING AND SUBMISSION OF CSC FORM 6
Vacation Leave	atleast 5 days before the date of leave
Sick Leave	upon return from Sick Leave
Leave of at least 30 days (e.g. Maternity Leave)- must be accompanied with Clearance from School and SDO and must be filed to SDO	atleast 2 weeks from period of leave

2. All are encouraged to submit at least three (3) copies which shall be distributed as follows:
 - 1 copy – Personnel Office
 - 1 copy – COA
 - 1 copy – Employee
3. All are reminded that an employee who is absent without approved leave shall NOT be entitled to received his/her salary corresponding to the period of his/her unauthorized leave of absence.
4. For information, guidance and strict compliance.

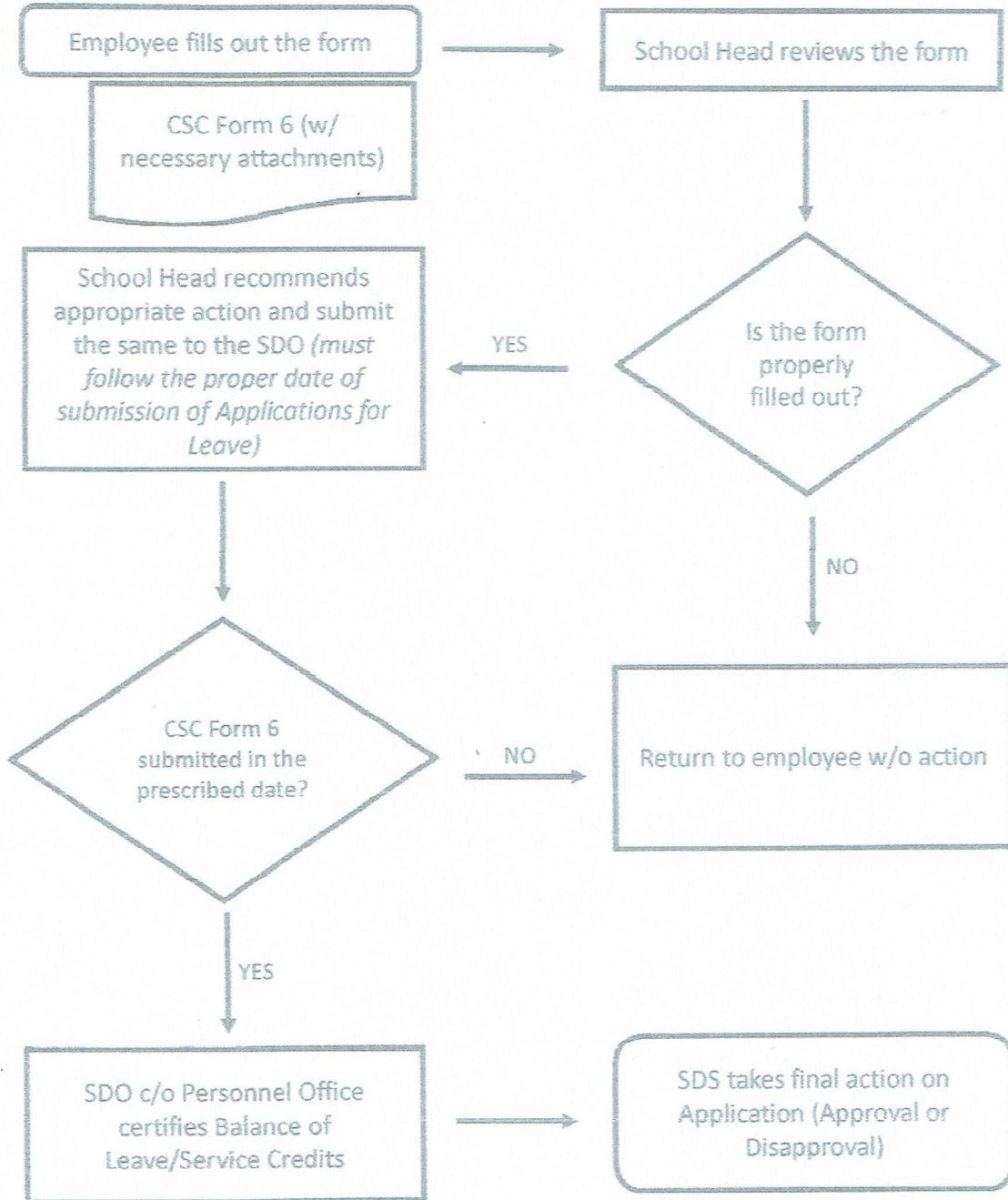
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PROCESS FLOW FOR APPLICATION OF LEAVE OF ABSENCE

A. School-Based Personnel (excluding School Heads)



*SDO- Schools Division Office

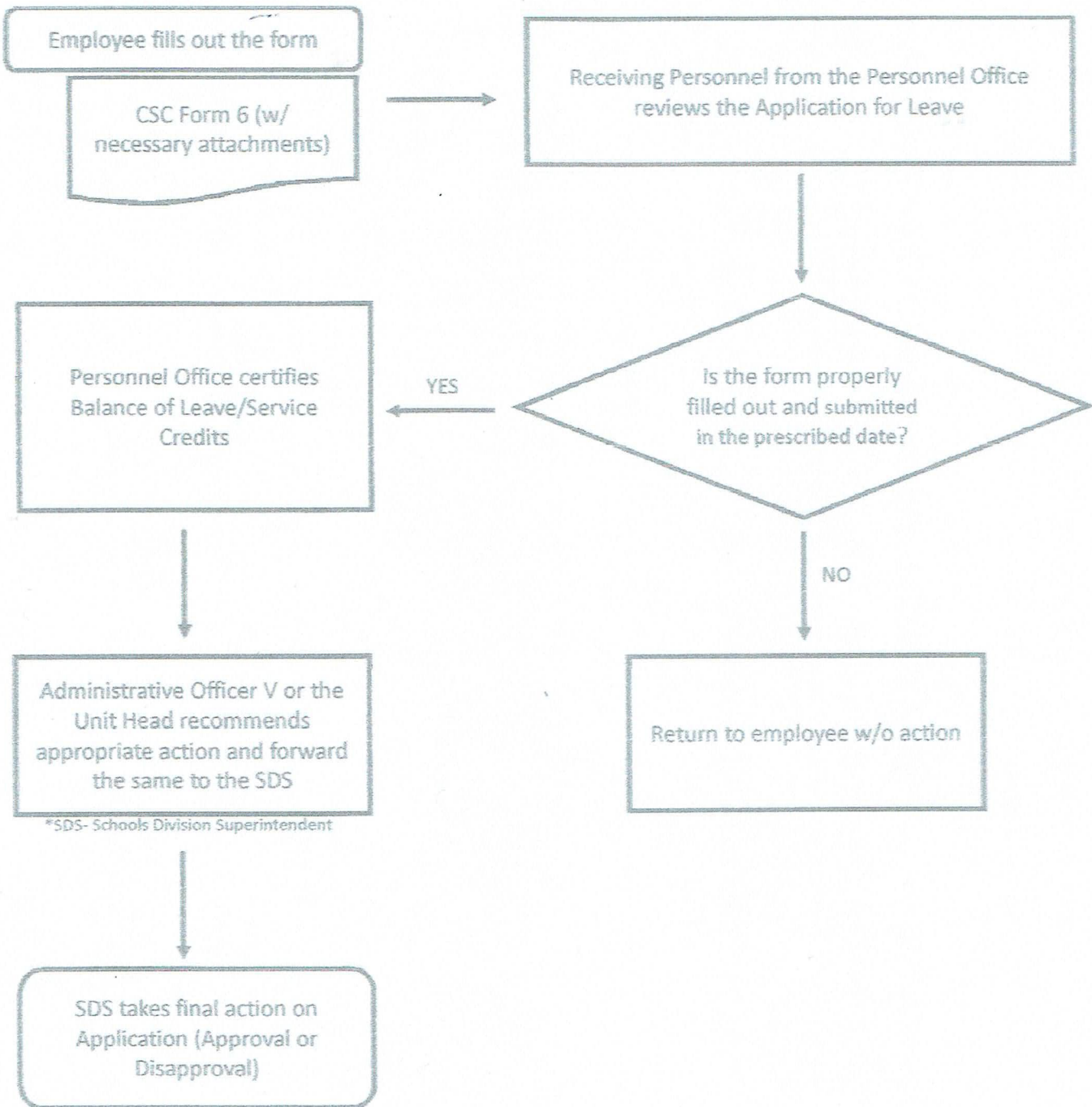
*SDS- Schools Division Superintendent

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B. Non School-Based Personnel (including the School Heads)



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