



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

04 May 2021

DIVISION MEMORANDUM

No. 148, s. 2021

REVISED CIVIL SERVICE FORM NO. 6 – APPLICATION FOR LEAVE FORM

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that the Civil Service Commission (CSC) has released the revised CS Form No. 6, commonly known as the Application for Leave form. Accordingly, all employees are required to use the prescribed form upon filing for application for leave. Below shall be the target schedule for its full implementation.

Month	Target	Personnel Action
May 2021	Transition Period	Will still accept/consider applications for leave using the old form
June 2021 onwards	Full Implementation	Will only accept & process applications for leave using the prescribed revised form

2. A copy of the revised form with the instructions and requirements for each type of leave are enclosed herewith. To ensure that all employees have a copy of the revised form, the Personnel Unit shall disseminate the same via email. Soft copy shall be made available as well at the Division website (www.depedelsalvadorcity.net), under *Downloadable Forms*.
3. This Office adheres to the Equal Opportunity Principle (EOP) in all its transactions. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

ABSENCES

LEAVE

FORMS

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
DEPARTMENT OF EDUCATION - DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City, Philippines 9017

Stamp of Date & Time of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT: **Human Resource Department** 2. NAME: (Last) **DELA CRUZ**, (First) **JUAN D.** (Middle) _____
3. DATE OF FILING: **April 17, 2021** 4. POSITION: **Administrative Assistant I** 5. SALARY: **₱ 0.00**

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. 26, 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 **Residence**
 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
2 days
 INCLUSIVE DATES
April 28-29, 2021

6.D COMMUTATION
 Not Requested
 Requested

 (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
 As of **March 2021**

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

ANNA MAE M. ATILLO
 Human Resource Management Officer

7.B RECOMMENDATION
 For approval
 For disapproval due to _____

 Authorized Officer

7.C APPROVED FOR:
2 days with pay
 _____ days without pay
 _____ others (Specify)

7.D DISAPPROVED DUE TO:

OLGA C. ALONSABE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave 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

- 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

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 availment, except on emergency cases. Special privilege leave 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.
- 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. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. 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).

* For leave of absence for thirty (30) calendar days or more and terminal leave, application shall be accompanied by a clearance from money, property and work-related accountabilities (pursuant to CSC Memorandum Circular No. 2, s. 1985).