
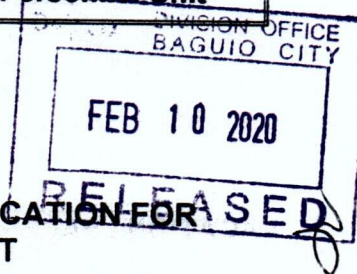
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	Division Memorandum		Name of Office: SDO –Admin-Personnel Unit

Office of the Superintendent
 Division memorandum Number 107 s. 2020



REITERATION ON THE GUIDELINES REGARDING FILING OF APPLICATION FOR LEAVE OF ABSENCE (FORM 6) AND UPDATED FORMAT

TO: ALL EMPLOYEES

1. This is to reiterate CSC Memorandum Circular 41 s.1998 Rule I and Rule XVI on the guidelines of application for leave of absence (Form 6) and for compliance to guidelines on leaves, the following guidelines are set for the information, guidance and cooperation of all concerned:
 - a. Application for Leave (Form 6) should be fully and properly filled out by the applicant and must be approved by the immediate supervisor or his/her representative using the prescribed updated format attached to this memorandum.
 - b. Form 6 of school-based/detailed employees must be received by the office of the school head before processing to the Division Office.
 - c. Sick Leave:
 - c.1. must be filed/submitted to the Records Section immediately upon return.
 - c.2. maybe applied for in advance in cases where the employee will undergo medical examination/procedure or advised to rest due to his/her ill health or of any member of his/her immediate family. (CSC MC 41s. 1998)
 - d. Vacation Leave:
 - d.1. Form 6 for short leave must be filed within 5 days prior to the intended leave.
 - d.2. Form 6 for long leave must be filed within 10 days prior to the intended leave.
 - e. Travel Abroad:
 - e.1 Documents should be submitted at least 40 days before departure. (DO No. 43 s. 2014)
 - e.2 In the exigency of service, leave of absence for travel abroad within the year shall not exceed ninety (90) days, cumulative or intermitted.
 - e.3 Request for extension for travel abroad beyond the approved leave of absence is not allowed. (RM No.409 s.2017)
 - e.4. Turnover document indicating the tasks to be delegated by the applicant to the one who will take charge to ensure that the work is not interrupted.
 - f. Softcopy of Updated Form 6 is downloadable at www.depedpines.com under Resources option.
 - g. Documentary requirements shall be submitted in **3 copies each**. See Table 1 and 2 for the attachments.

Table 1: SHORT LEAVE

TYPE OF SHORT LEAVE (1-15 Days)	REQUIREMENTS
SICK LEAVE	<ul style="list-style-type: none"> • Form 6 (Short Leave Form) • Medical Certificate (if leave is more than 5 days)
VACATION LEAVE (for non-teaching personnel)	<ul style="list-style-type: none"> • Form 6 (Short Leave Form)
PATERNITY LEAVE	<ul style="list-style-type: none"> • Form 6 (Short Leave Form) • Photocopy of Marriage Contract • Photocopy of Child's Birth Certificate
SOLO PARENT LEAVE	<ul style="list-style-type: none"> • Form 6 (Short Leave Form) • Photocopy of Valid Solo Parent ID

Table 2: LONG LEAVE

TYPE OF LONG LEAVE	REQUIREMENTS		
	16-30 days	More than 30 days	Return to Duty
SICK LEAVE	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (F41) • School Clearance (<i>School-based only</i>) • Division Clearance (<i>Division-based only</i>) 	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (F41) • School Clearance • Division Clearance 	<ul style="list-style-type: none"> • Letter of Intent • Medical Certificate (F86)
VACATION LEAVE	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent (<i>Specify NO intent to travel abroad</i>) • School Clearance • Division Clearance 	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • School Clearance • Division Clearance • City Clearance 	<ul style="list-style-type: none"> • Letter of Intent
TRAVEL ABROAD	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • School Clearance • Division Clearance • City Clearance • Invitation (<i>if any</i>) • Certificate of Substitution 	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • School Clearance • Division Clearance • City Clearance • Invitation (<i>if any</i>) • Certificate of Substitution 	<ul style="list-style-type: none"> • Letter of Intent
TERMINAL LEAVE (for non-teaching personnel)	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • School Clearance 	<ul style="list-style-type: none"> • Division Clearance • City Clearance 	
MATERNITY LEAVE	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (<i>Form 41</i>) • School Clearance (<i>School-based only</i>) • Division Clearance (<i>Division-based only</i>) 		<ul style="list-style-type: none"> • Letter of Intent • Medical Certificate (F86) • Birth Certificate of the child
MATERNITY LEAVE (MISCARRIAGE/ ABORTION)	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (<i>Form 41</i>) • Clinical Abstract • School Clearance (<i>School-based only</i>) • Division Clearance (<i>Division-based only</i>) 		<ul style="list-style-type: none"> • Letter of Intent • Medical Certificate (F86)
MAGNA CARTA FOR WOMEN (RA 9710)	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (<i>Form 41</i>) • Clinical Abstract • Operating Room Records (<i>if major</i>) • School Clearance • Division Clearance 		<ul style="list-style-type: none"> • Letter of Intent • Medical Certificate (F86)
REHABILITATION LEAVE	<ul style="list-style-type: none"> • Form 6 (Long Leave Form) • Letter of Intent • Medical Certificate (<i>Form 41</i>) • Incident Report (<i>from Barangay/Hospital/Police Station</i>) • School Clearance • Division Clearance 		<ul style="list-style-type: none"> • Letter of Intent • Medical Certificate (F86)

2. Failure to comply on the correct usage of Form 6 will be returned and may result to late filing.

3. For guidance and compliance.



MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

