



Republic of the Philippines
Department of Education
 National Capital Region
Schools Division Office of Navotas City

EVALUATION OF REQUIREMENTS ON REQUEST FOR MATERNITY LEAVE (MAGNA CARTA FOR WOMEN R.A 9710)		
Requirements		Remarks
1. Request letter of concerned personnel		
2. Indorsement from the Principal		
3. CSC Form 6 (Leave form)		
4. Medical Certificate (CS Form 41)		
5. School Clearance		
6. Maternity Leave Computation (from Division Office Personnel)		

Name of Applying Employee/Officer: _____

Division: _____

Evaluation:

- ___ Return for completion of requirements
- ___ Return for late filing
- ___ Other

Evaluated by:

GENESIS ANN B. GONZALES
 Administrative Officer IV - HRMO II



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