



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF ANTIQUE

Stamp of date of receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT _____	2. NAME (Last) _____	(First) _____	(Middle) _____												
HEALTH AND NUTRITION SECTION _____															
3. DATE OF FILING _____		4. POSITION: _____													
5. SALARY: _____															
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 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Sick Leave (Sec 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Maternity Leave (RA No. 11210/IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (RA 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 69, 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 (RA No. 8552) Others: _____ _____ _____		6.B. DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> ☐ Within the Philippines _____ ☐ Abroad (Specify) _____ <i>In case of Sick Leave:</i> ☐ In Hospital (Specify Illness) _____ ☐ Out Patient (Specify Illness) _____ _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> ☐ Completion of Master's Degree ☐ BAR/Board Examination Review <i>Other purpose:</i> ☐ Monetization of Leave Credits ☐ Terminal Leave													
6.C. NUMBER OF WORKING DAYS APPLIED FOR: _____ INCLUSIVE DATES: _____ _____		6.D. COMMUTATION ☐ Not Requested ☐ Requested _____ (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION															
7.A. CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th style="width: 30%;"></th><th style="width: 35%;">Vacation Leave</th><th style="width: 35%;">Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> _____ MIRACLE FAITH C. SENARIO Administrative Officer IV – OIC – Personnel			Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B. RECOMMENDATION For Approval _____ For Disapproval due to: _____ _____ _____ EVELYN C. REMO, PhD SGOD - Chief	
	Vacation Leave	Sick Leave													
Total Earned															
Less this application															
Balance															
7.C. APPROVED FOR: _____ _____ days with pay _____ days without pay _____ others (Specify) _____		7.D. DISAPPROVED DUE TO: _____ _____													

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on form from and to be accomplished within a stipulated working regularity, and return.

9. VIOLENCE LEAVE*
In case of need (victim or witness) of physical, sexual, emotional or other violence or abuse, the employee shall be granted leave for investigation and for the purpose of securing legal assistance and counseling. Leave shall be granted according to the following:

10. REHABILITATION LEAVE*
Annual leave credits shall be forfeited if not utilized by the employee. In case of need (victim or witness) of physical, sexual, emotional or other violence or abuse, the employee shall be granted leave for investigation and for the purpose of securing legal assistance and counseling. Leave shall be granted according to the following:

11. SPECIAL LEAVE BENEFITS FOR WOMEN*
In case of need (victim or witness) of physical, sexual, emotional or other violence or abuse, the employee shall be granted leave for investigation and for the purpose of securing legal assistance and counseling. Leave shall be granted according to the following:

12. SPECIAL EMERGENCY (CALAMITY) LEAVE – UP TO 5 DAYS
In case of need (victim or witness) of physical, sexual, emotional or other violence or abuse, the employee shall be granted leave for investigation and for the purpose of securing legal assistance and counseling. Leave shall be granted according to the following:

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.

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 perioperative period (period of confinement around surgery); as well as the employee's 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