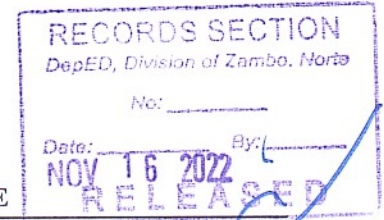




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 15, 2022

Division Memorandum
No. 428s. 2022

**REITERATION ON THE TIMELY SUBMISSION OF FORM 6 RE APPLICATION
FOR LEAVE**

To: **Assistant Schools Division Superintendents**
Division Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Administrative Officer V
School Heads, Public Elementary & Secondary Schools
All Others Concerned

1. Pursuant to Omnibus Rules on Leave (CSC MC No. 41, s. 1998), Rule I. 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 the rules prescribe in Rule XVI.
2. Further, an official/employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence. It is understood, however that his absence shall no longer be deducted from his accumulated leave credits, if there are any, (Sec. 50, CSC MC No. 41, s.1998)
3. An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice (CSC Resolution No. 070631)
4. Anent, to ensure the efficient and effective record keeping of all applications for leave filed, and also to instill a sense of responsibility to all employees, this office requires and reminds all employees to observe the **on time submission of CSC Form 6- Leave Form** and other documentary requirements.
5. Failure to submit the duly accomplished Form 6 and its attachments (if needed) **within the prescribed period** would cause the disapproval of such application for leave.



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6. Application for any type of leave shall be made on this Form 6 and to be accomplished and submitted on time at **least in duplicate with documentary requirement, based on the following:**

Kinds of Leave	Period of Submission	Documentary Requirements
Vacation Leave	<ul style="list-style-type: none"> • 5 days before the effectivity of leave - The approval of VL is contingent upon the necessities of the service 	<ul style="list-style-type: none"> • Accomplished Form 6
Mandatory/Forced Leave – 5 days	<ul style="list-style-type: none"> • 5 days before the effectivity of such leave 	<ul style="list-style-type: none"> • Accomplished Form 6
Sick Leave	<ul style="list-style-type: none"> • Application shall be filed immediately upon return to work 	<ul style="list-style-type: none"> • Accomplished Form 6
	<ul style="list-style-type: none"> • Application filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of , an affidavit should be executed 	<ul style="list-style-type: none"> • Accomplished Form 6 • Medical Certificate / Affidavit
Maternity Leave – 105 days	<ul style="list-style-type: none"> • preferably thirty (30) days before the expected delivery date of the female employee. 	<ul style="list-style-type: none"> • Accomplished Form 6 • Proof of pregnancy e.g. ultrasound, doctor’s certificate • Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
Paternity Leave – 7 days	<ul style="list-style-type: none"> • must be filed within 60 days after the child delivery date 	<ul style="list-style-type: none"> • Accomplished Form 6 • Proof of child’s delivery e.g. birth certificate • Medical certificate • Marriage contract
Special Privilege Leave – 3 days	<ul style="list-style-type: none"> • shall be filed at least one (1) week prior to availment, except on emergency cases 	<ul style="list-style-type: none"> • Accomplished Form 6



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Solo Parent Leave – 7 days	<ul style="list-style-type: none"> shall be filed in advance or five (5) days before going on such leave 	<ul style="list-style-type: none"> Accomplished Form 6 Solo Parent Identification Card
Study Leave- up to 6 months	<ul style="list-style-type: none"> one (1) month before the effectivity of the leave 	<ul style="list-style-type: none"> Accomplished Form 6 Letter of Intent Contract between the agency head or authorized representative and the employee concerned
VAWC Leave – 10 days	<ul style="list-style-type: none"> shall be filed in advance or immediately upon the woman employee’s return from such leave 	<ul style="list-style-type: none"> Accomplished Form 6 <p>(any of the following documents)</p> <ul style="list-style-type: none"> Barangay Protection Order(BPO) obtained from the barangay Temporary/Permanent Protection Order (TPO/PTO) obtained from the court Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application of BPO, TPO or PPO has been filed with the same office Police report and Medical Certificate
Rehabilitation Leave – up to 6 months	<ul style="list-style-type: none"> shall be made within one (1) week from the time of the accident except when a longer period is warranted 	<ul style="list-style-type: none"> Accomplished Form 6 Letter Request supported with police report/relevant reports Medical Certificate



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		<ul style="list-style-type: none">• Written concurrence of a government physician relative to the recommendation of the rehabilitation
Special Leave Benefits for women – up to 2 months	<ul style="list-style-type: none">• the application may be filed in advance, that is, 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 the employee's return but during the confinement the agency shall be notified of said surgery.	<ul style="list-style-type: none">• Accomplished Form 6• Medical Certificate<ul style="list-style-type: none">• Histopathological report; (duration of the surgery including the perioperative period; patients' estimated period of recuperation)
Special Emergency (Calamity) leave	<ul style="list-style-type: none">• up to 5 straight working days or staggered basis within 30 days from the actual occurrence of the natural calamity/disaster	<ul style="list-style-type: none">• Accomplished Form 6
Adoption Leave	<ul style="list-style-type: none">• 5 days before the effectivity of such leave	<ul style="list-style-type: none">• Accomplished Form 6• Application for adoption leave with an authenticated copy of the Pre-Adoptive Placement Authority issued by the DSWD
Official Foreign Travel Authority Requests of Field Personnel	<ul style="list-style-type: none">• At least 35 days before departure the requesting official/employee must submit all documentary requirements to the office of the Recommending Authority	<ul style="list-style-type: none">• Refer to DepEd Order No. 43 s. 2022; DepEd Order No. 46 s. 2022

7. 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).



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8. Signatory - Teaching and Nonteaching Positions

Office/ Positions	Up to 60 Calendar Days		More than 60 Calendar Days	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Office				
SDS/ASDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS
Below Division Chief,	Division Chief	ASDS	Division Chief and ASDS	SDS
PSDS	CID Chief	SDS	CID Chief and ASDS	SDS
Nurses	SGOD Chief	Judelyn J. Ramos, CESE ASDS	SGOD Chief and ASDS	SDS
Finance Unit, Budget Unit, CID, ITO Unit, Legal Unit	Division Chief	Judith V. Romaguera, CESO VI ASDS	Division Chief and ASDS	SDS
School				
Administrative Field /Nonteaching (School-Based)	AO V	ASDS-Congressional District	AO V	SDS
Principal /Head Teachers/TIC	ASDS-Congressional District	SDS	ASDS- Congressional District	SDS
Teachers and Nonteaching	School Head	ASDS-Congressional District	School Head and ASDS-Congressional District	SDS
ALS	PSDS /SH	Judith V. Romaguera, CESO VI ASDS	PSDS /SH and Judith V. Romaguera, CESO VI -ASDS	SDS
Note:	1st and 2nd Congressional Districts – ASDS Judith V. Romaguera, CESO VI 3rd Congressional District – ASDS Ma. Judelyn J. Ramos, CESE			

9. Cognizant of the foregoing, all Public Schools District Supervisors are directed to submit a **quarterly report** of the updated leave cards of all the teachers within their Districts in electronic copy thru depedzn.personnel@deped.gov.ph.

1st Quarter – January 2023

2nd Quarter – April 2023



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3rd Quarter – August 2023

4th Quarter – December 2023

10. Immediate dissemination and compliance of this memorandum is desired.


VIRGILIO P. BATAN, JR. CESO VI
Schools Division Superintendent

References:

Omnibus Rules on Leave (CSC MC No. 41, s. 1998)
DepEd Order No. 008 s. 2021

Personnel/Leave/timelysubmissionofform6/Memo001/11042022



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