

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

April 2, 1985

MECS O R D E R
No. 26, s. 1985

GUIDELINES ON THE FILING OF APPLICATION
FOR VACATION LEAVE OF ABSENCE

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Vocational School Superintendents/Administrators
Head Executive Assistant
Chiefs of Divisions

1. For the information and guidance of all concerned, there is inclosed a copy of Memorandum Circular No. 2, s. 1985, of the Civil Service Commission prescribing the guidelines on the filing of application for vacation leave of absence, which is self-explanatory.
2. Immediate dissemination hereof to all officials, teachers and employees of this Ministry for their observance and compliance is desired.
3. This Office enjoins all concerned to implement these regulations strictly.

(SGD.) JAIME C. LAYA
Minister

Incl.: As stated

Reference:
MECS Order: No. 17, s. 1983

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects

BUREAUS & OFFICES
EMPLOYEES
LEAVE

OFFICIALS
RULES & REGULATIONS

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MEMORANDUM CIRCULAR NO. 2, s. 1985

TO : ALL HEADS OF MINISTRIES, BUREAUS, OFFICES,
AGENCIES AND OTHER INSTRUMENTALITIES OF THE
NATIONAL AND LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Guidelines on the Filing of Application for
Vacation Leave of Absence

Government employees, as mandated in the 1973 Constitution, are expected to serve with the highest degree of responsibility, integrity, loyalty and efficiency.

Under existing Civil Service Law and Rules, an employee who has been subjected to long and continuous work needs rest and recuperation, so he may return to his job with renewed vigor and energy.

There have been reported cases of circumvention thereof, such as an employee proceeding with his vacation leave prior to the approval of his application, seeking employment in other organization while on leave, either locally or abroad, and taking leave of absence for the purpose of maintaining immigrant status and the like.

Such practices are considered inimical to the public service and availment of leave benefits in instances mentioned above is not in accordance with the philosophy behind the granting of the same.

To protect the interest of the public service, the Commission as the central personnel agency of the government, charged with the responsibility of promulgating policies, standards and guidelines and of adopting plans and programs to promote economical, efficient, and effective personnel administration in the government, issues the following guidelines on the filing of application for vacation leave of absence:

1. Pursuant to the Civil Service Rules, leave of absence, for any reason other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. Hence, the grant of vacation leave is discretionary on the part of the agency head or authority concerned. Thus, the mere filing of such leave application does not entitle an officer or employee to go on leave outright.

2. An application for leave shall be properly cleared with the immediate supervisor and the Director/Department Heads concerned, who shall determine the contingency of the officer's and employee's service. An 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 but this absence shall not be deducted from his accrued leave credits, if there are any.
3. An application for leave of absence for thirty (30) days or more shall be accompanied by a clearance. The Director concerned shall see to it that the said clearance has been duly recommended by the Division Chief concerned before approval of ~~such leave application or~~ recommendation of the same to higher authorities.
4. The agency should notify in writing the employee, who is absent without leave (AWOL) for thirty (30) days, to report within five (5) days from receipt of notice, otherwise, he shall be dropped from the rolls.
5. All proposals for trips abroad of government officials and employees including those which are classified as ~~all expenses free~~ shall be submitted to the Office of the President for final action.
6. Before going on vacation leave of absence, the officer or employee concerned shall see to it that his application for leave was approved by proper authorities. The Personnel Officer or other officer-in-charge thereof shall furnish the said officer or employee with copy of his approved or disapproved application.
7. In the application for leave of absence, the purpose or reason thereof shall be clearly indicated, and where the purpose or reason for such leave is for employment in private or other government offices, either inside or outside the country, such application shall be denied outright.
8. Any misrepresentation made in the application for leave shall be ground for disciplinary action.
9. The attached CS Form No. 6, s. 1968, known as the "APPLICATION FOR LEAVE" form is hereby revised to conform with the new guidelines.

This Memorandum Circular shall take effect immediately.

(SGD.) ALEJANDRO A. MADAMBA
Commissioner

January 11, 1985

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last) (First) (Middle)
3. DATE OF FILING	4. POSITION
5. SALARY (Monthly)	

DETAILS OF APPLICATION

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation</p> <p style="padding-left: 20px;"><input type="checkbox"/> To seek employment</p> <p style="padding-left: 20px;"><input type="checkbox"/> Others (Specify) _____</p> <hr/> <p><input type="checkbox"/> Sick</p> <p><input type="checkbox"/> Maternity</p> <p><input type="checkbox"/> Others (Specify) _____</p> <p>c) NUMBER OF WORKING DAYS APPLIED FOR _____</p> <p>INCLUSIVE DATES _____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT:</p> <p>(1) IN CASE OF VACATION LEAVE</p> <p style="padding-left: 20px;"><input type="checkbox"/> Within the Philippines</p> <p style="padding-left: 20px;"><input type="checkbox"/> Abroad (Specify) _____</p> <hr/> <p>2. IN CASE OF SICK LEAVE</p> <p style="padding-left: 20px;"><input type="checkbox"/> In Hospital (Specify) _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> Out Patient (Specify) _____</p> <hr/> <p>3. COMMUTATION</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p style="text-align: right;">(Signature of Applicant)</p>
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DETAILS OF ACTION ON APPLICATION

<p>7. a) CERTIFICATION OF LEAVE CREDITS</p> <p>as of _____</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:33%;">Vacation</th> <th style="width:33%;">Sick</th> <th style="width:33%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> </tr> </tbody> </table> <p style="text-align: center;">(Personnel Officer)</p>	Vacation	Sick	Total	Days	Days	Days	<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Disapproval due to _____</p> <p style="text-align: right;">(Authorized Official)</p>
Vacation	Sick	Total					
Days	Days	Days					
<p>c) APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify) _____</p> <p style="text-align: center;">(Signature)</p> <p style="text-align: center;">(Authorized Official)</p>	<p>7. d) DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>						

DATE: _____

I N S T R U C T I O N S

1. Application for vacation or sick leave for one full day or more shall be made on this Form and to be accomplished at least in duplicate
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave 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~~ by the applicant.
4. An 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.
5. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a ~~clearance from money and property accountabilities~~.

February 15, 1985

LAC/JTI/tbb

A true copy