



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

January 15, 2021

OFFICE MEMORANDUM

No. **016**, s. 2021

To: All Regional Office Regular Employees

REMINDER ON THE SUBMISSION OF APPLICATION FOR LEAVE (FORM 6)

1. As part of the requirements in the sustainability of PRIME-HRM Accreditation Level II, this Office reiterates the submission of application for leave (Form 6) in compliance with the provisions of the Omnibus Rules on Leave particularly on the following items:

Sec. 25. (b) The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

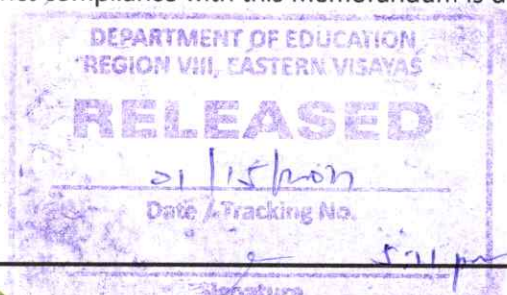
Section 51. Application for vacation leave - All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency, **five (5) days in advance**, whenever possible, of the effective date of such leave.

Section 53. Application for sick leave - all applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate. Application for sick leave submitted to the Personnel Section later than the **6th working day** after the leave of absence shall be disapproved and will be deducted from the employee's salary.

2. Application for leave charged to Compensatory Overtime Credit (COC) earned shall also be filed at least five (5) days before the scheduled date.

3. In case of change of schedule with an already approved leave, approval shall be obtained from the head of the agency /authorized official.

4. Strict compliance with this Memorandum is desired.



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 Director IV

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