



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

February 8, 2022

**OFFICE MEMORANDUM**

No. **079**, s. 2022

To: All Regional Office Regular Employees

**REITERATION ON THE SUBMISSION OF APPLICATION FOR LEAVE (CSC Form No. 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 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. The concerned employee shall inform the Office in writing on the restoration of the said leave.

Section 32. Absence on regular day for which suspension of work is announced – Where an official or an employee fails for work on a regular day for which suspension of work is declared after the start of regular working hours, he shall be considered absent on that day.

Section 34. Tardiness and undertime are deducted against vacation leave credits - Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by a medical certificate and application for 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.

Section 50. Effect of unauthorized leave – 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.

Section 56. Leave without pay – All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay,

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



**EVELYN R. FETALVERO, CESO IV**  
Regional Director

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