



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

06/March/2023

Division MEMORANDUM
No. 91, s. 2023

**REITERATING ADHERENCE TO AND STRICT COMPLIANCE WITH THE DEPARTMENT
OF EDUCATION'S POLICIES ON LEAVE OF ABSENCES AMONG TEACHING,
TEACHING-RELATED AND NON-TEACHING PERSONNEL
IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Offices
Elementary and Secondary School Heads
Administrative Officers and Administrative Assistants
All other concerned

1. Sections 51 and 53, Rule XVI of the Omnibus Rules Implementing Title I, Subtitle A, Book V of the Administrative Code of 1987 on cases of Vacation and Sick Leaves states the following:
 - a. **Application for Vacation Leave.** All applicants 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.
 - b. **Application for Sick Leave.** All application 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.
 - c. Only nonteaching personnel shall be afforded sick leave of absence and vacation sick leave of absence. Teaching personnel may be allowed to have leave of absence using their **accrued Vacation Service Credits**.
2. Furthermore, sec. 6 of CSC MC No. 14, s. 1998 as amended by CSC MC no. 9, s. 2012 reiterates that teachers are not entitled to the usual vacation and sick leave credits but to **Proportional Vacation Pay (PVP)**. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1½ days is entitled to the total PVP earned from the number of summer and Christmas vacation days as determined by DepEd.
3. Relevant to these policies, the Schools Division of Tabuk City issues the following guidelines on the submission of application for vacation and sick leave of absence:





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- a. All **Applications for Leave of Absence** must be filed at least five (5) days before its effective date. On the other hand, all **Applications for Sick Leave of Absence** must be filed immediately upon the return of the personnel from such leave. For clarificatory purposes the term "immediately" refers to the working day after the last day of the personnel's absence.
 - b. Application for Sick Leave may be filed in advance provided that it is accompanied with a medical certificate. In case a medical consultation was not availed of, an affidavit must be executed by the personnel. This same condition applies when the sick leave exceeds five (5) days.
 - c. Failure of the personnel to comply with the aforementioned conditions may lead to the disapproval of the Application pursuant to CSC MC No. 41, s. 1998 sec 52 which states that the grant of vacation leave shall be at the discretion of the head of department/agency and sec. 54 which states that sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.
 - d. The personnel applying for leave of absence is duly responsible of ensuring that the submitted Application for Leave (Form 6) is fully accomplished. The Administrative Officer II shall ensure the veracity of the application form submitted by the school-based personnel and its compliance to these guidelines. Applications for Leave with incomplete entries submitted to the Division Office will not be processed.
4. School heads are to ensure that no classes will be suspended or disrupted when teachers are on sick leave pursuant to DO 9, s. 2005 on Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
 5. Widest dissemination of and compliance with this memorandum is desired.

IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent


JAN NOWEL E. PEÑA

OIC Asst. Schools Division Superintendent

OASDS/jnp



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