



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JAN 18 2023

MEMORANDUM

No. 016, s. 2023

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads
Administrative Officer V
National and Local DepEd Muntinlupa Employees
All Others Concerned

REITERATION OF THE OMNIBUS RULES ON LEAVE OF ABSENCE

1. In reiterating **CSC Memorandum Circular 41 s. 1998** Rule I and Rule XVI on the guidelines of application for leave of absence (Form 6) and for compliance to the guidelines, the following guidelines are set for the information, guidance, and compliance of all concerned:

A. Application for Leave (Form 6) should be fully and properly filled out by the applicant and must be approved by the immediate supervisor or his/her representative using the prescribed updated format attached to this memorandum. Print in **long bond paper**.

B. Form 6 of school-based/detailed employees must be received by the School AO/Hr-in charge before the processing in the Division Office.

C. Sick Leave:

C.1 must be filed/submitted to the School AO/HR Personnel **immediately upon return. Late filing of 1 day or more is subject to salary deduction.** More than five (5) successive days shall be accompanied by a **proper medical certificate**.

C.2 may be applied in advance in cases where the employee will undergo medical examination/procedure or advised to rest due to his/her ill health or of any member of his/her immediate family. (CSC MC 41s. 1998)



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

D. Vacation Leave:

D.1. Form 6 must be filed at least **5 days prior to the intended leave**. **Late filing will be subjected to the disapproval of the application.**

E. Daily Time Logs shall be reported through Daily Time Record (DTR) through **biometric machines and logbooks**. There is **no grace period** for all employees. (DM 029 s. 2022)

F. **No LOG TIME IN but with LOG TIME OUT** in the biometrics will automatically be considered as **HALF-DAY duty**. Starting from 1:00 pm to 5:00 pm. **NO LOG TIME OUT but with LOG TIME IN** in the biometrics will automatically be considered as **HALF DAY DUTY from 8:00 am to 12:00 pm**.

G. In case of **LUNCH BREAK OUT**, everyone must log in/out in the biometrics. LUNCH BREAK is from **12:00 pm to 1:00 pm**.

H. Lates and undertime of Teaching and Non-Teaching personnel will be deducted in the vacation leave credits/service credit, in case that there is none, it will be deducted from the salary every month in the E-form7 by the School AO/HR.

I. Documentary requirements shall be submitted in **2 copies each, except for travel**. See Table 1 and 2 for the attachments.

J. Travel Abroad:

E.1 Documents should be submitted to SDO the least 50 days before the departure. (DO No. 43 s. 2014). In the exigency of service, leave of absence for travel abroad within the year shall not exceed ninety (90) days, cumulative or intermitted.

E.2 Request for extension for travel abroad beyond the approved leave of absence is not allowed.

E.3 A turnover document/Certificate of indicating the tasks to be delegated by the applicant to the one who will take charge to ensure that the work is not interrupted, shall be submitted.

E.4 Please see enclosure 2.1 and 2.2 for the list of requirements.

K. Please be noted with the **INSTRUCTIONS** and **REQUIREMENTS** indicated at the back page of the leave form / form 6.





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2. Starting **January 20, 2023**, all late filing of leave of absence whether incurred last year or prior days, will be subject to salary deduction.
3. Division Office is required to conduct a Flag raising Ceremony every Monday at 7:45 am and Flag retreat every Friday at 4:45 pm
4. This memorandum applies to both National and Local Employees of DepEd Muntinlupa.
5. For information and strict compliance of all concerned


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:

LEAVE BENEFITS
ATTENDANCE PERSONNEL

AMF/ 016 / January ____, 2023





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Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Table 1: SHORT LEAVE

TYPE OF SHORT LEAVE 1-10 Days	REQUIREMENTS
SICK LEAVE	Form 6; Medical Certificate on sick leave 6days and up.
VACATION LEAVE MANDATORY FORCED LEAVE SPECIAL PRIVILEGE LEAVE (for non-teaching personnel)	Form 6
PATERNITY LEAVE	- Form 6 - Photocopy of PSA Marriage Contract/CTC marriage contract. - Certified true copy of Child's Birth Certificate.
SOLO PARENT LEAVE	- Form 6 - Photocopy of Valid Solo Parent ID - Reference CSC MC 08, s. 2004: Guidelines on the Grant of Parental Leave for Solo Parent

Table 2: LONG LEAVE

TYPE OF LONG LEAVE	REQUIREMENTS		
	11-60 days	More than 60 days	Return to Duty
SICK LEAVE	- Form 6 - Letter of Intent - Medical Certificate - Report on last day of service - School Clearance (School-based only) - Indorsement from School (School Based) - Division Clearance (Division-based only)	- Form 6 - Letter of Intent - Report on last day of service - Medical Certificate - School Clearance (School-based only) - Indorsement from School (School Based) - Division Clearance (Division-based only)	- Letter of Intent - Indorsement from School (School Based) - Medical Certificate (Form 211) with Documentary Stamp - Report on First day of service - Daily Time Record





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TYPE OF LONG LEAVE	REQUIREMENTS		
	60 days (Miscarriage)	105 days	Return to Duty
MATERNITY LEAVE	• Form 6 • Letter of Intent • Medical Certificate • School Clearance (School-based only) • Division Clearance (Division-based only) • Indorsement from School (School Based)	• Form 6 • Letter of Intent • Medical Certificate • School Clearance (School-based only) • Division Clearance (Division-based only) • Indorsement from School (School Based)	• Letter of Intent • Medical Certificate (Form 211) with Documentary Stamp • Birth Certificate of the child (Certified True Copy) • Report on First day of service • Indorsement from School (School Based) • Daily Time Record
TRAVEL ABROAD	See enclosure 2.1 and 2.2		• Letter of Intent • Report on First day of service
MAGNA CARTA FOR WOMEN (Republic Act No. 9710)	• Form 6 • Letter of Intent • Medical Certificate • School Clearance (School-based only) • Division Clearance (Division-based only) • Indorsement from School (School Based)	--	• Letter of Intent • Medical Certificate (Form 211) with Documentary Stamp • Report on First day of service • Indorsement from School (School Based) • Daily Time Record



LIST OF SIGNATORIES OF FORM 6

DepEd ORDER

No. 002 s. 2021

Office/ Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommendi- ng Approval	Approval	Recommendi- ng 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
School				
Principal/Head Teachers/TIC	ASDS	SDS	ASDS	SDS
Teachers and non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

Enclosure 2.1

LIST OF REQUIREMENTS FOR TRAVEL

APPLICATION FOR PERSONAL FOREIGN TRAVEL REQUIREMENTS		No. of Copies
1	Letter of intent address to SDS thru principal	3
2	Indorsement from the school head - for teachers	3
3	Form 6/ Leave form	3
4	School clearance	3
5	Division Clearance	3
6	Profile of Teachers/ Personnel	3
7	Report on Last Day of Service	3
8	Certification of Expected date of Departure	3
9	Request for Travel Abroad	3
10	Authority request form A	3
11	Certificate of NO Pending Case	3
12	Travel Authority for Personal Travel Form (Annex D)	3
13	Written Manifestation, noted by his/her Head of Office that his/her absence will not hamper the operation, efficiency of the office/school	3
14	For Division Chiefs and higher, a draft Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office	3

Enclosure 2.2

APPLICATION FOR FOREIGN OFFICIAL TRAVEL REQUIREMENTS		No. of Copies
1	letter of intent address to SDS thru principal	3
2	Indorsement from the school head	3
3	School clearance/ Division Clearance	3
4	Profile of Teachers	3
5	Authority Request FORM A and B for Official Travel Abroad	3
6	Report on Last Day of Service	3
7	Certification of Expected date of Departure	3
8	Request for Travel Abroad	3
9	Travel Authority for Official Travel Form (Annex A)	3
10	Signed Invitation address to the requesting party from a foreign host	3
11	Approved activity request and work and financial plan indicating that funds are earmarked for the travel expenses to be incurred	3
12	Itinerary of Travel	3
13	Itemized Budget / Estimated Cost	3
14	Curriculum Vitae	3
15	Certificate of NO Pending Case	3
16	Written justification as required in paragraph IV.A.2 of this Department Order. - (IV.A.2 ALTERNATIVES TO TRAVEL: All officials authorized to approve local or foreign travels are required, as far as practicable, to minimize official travel. Hence, all forms of communications, such as but not limited to, teleconferencing and videoconferencing or submission of briefs and position papers, must be explored or considered first as alternatives to travel).	3
17	If applying for cash advance, a certification from the Accounting Division/Section/Unit concerned that the previous cash advance has been liquidated	3
18	For Division Chiefs and higher, a draft Special Order designating a Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office	3



Republic of the Philippines
SCHOOLS DIVISION OFFICE
City of Muntinlupa
ISO 9001:2015 Certified

Stamp of Date of Receipt

APPLICATION FOR LEAVE

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

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) ☐ Adoption Leave (R.A. No. 8552) Others: VACCINATION OF MY DAUGHTER	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> ☐ Within the Philippines ☐ Abroad (Specify) <i>In case of Sick Leave:</i> ☐ In Hospital (Specify Illness) ☐ Out Patient (Specify Illness) <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) <i>In case of Study Leave:</i> ☐ Completion of Master's Degree ☐ BAR/Board Examination Review <i>Other purpose:</i> ☐ Monetization of Leave Credits ☐ Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR INCLUSIVE DATES	6.D COMMUTATION ☐ Not Requested ☐ Requested (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></table> ANGELA M. FRANCISCO Administrative Officer IV-HRMO		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION ☐ For approval ☐ For disapproval due to Immediate Supervisor
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

7.C APPROVED FOR: day/s with pay day/s without pay others (Specify)	7.D DISAPPROVED DUE TO:
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For and by the authority of the Schools Division Superintendent

NERISSA ROXAS - LOMEDA Ph. D.

OIC, Assistant Schools Division Superintendent

INSTRUCTIONS AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

- d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any.
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least 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 employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* 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).



Republic of the Philippines
SCHOOLS DIVISION OFFICE
City of Muntinlupa
ISO 9001:2015 Certified

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT 2. NAME : (Last) (First) (Middle)

3. DATE OF FILING 4. POSITION 5. SALARY

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
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- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

6.B DETAILS OF LEAVE

- In case of Vacation/Special Privilege Leave:
- ☐ Within the Philippines
 - ☐ Abroad (Specify)
- In case of Sick Leave:
- ☐ In Hospital (Specify Illness)
 - ☐ Out Patient (Specify Illness)
- In case of Special Leave Benefits for Women:
(Specify Illness)
- In case of Study Leave:
- ☐ Completion of Master's Degree
 - ☐ BAR/Board Examination Review
- Other purpose:
- ☐ Monetization of Leave Credits
 - ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

INCLUSIVE DATES

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

ANGELA M. FRANCISCO

Administrative Officer IV-HRMO

7.B RECOMMENDATION

- ☒ For approval
 - ☐ For disapproval due to
- Immediate Supervisor

7.C APPROVED FOR:

- days with pay
- days without pay
- others (Specify)

7.D DISAPPROVED DUE TO:

CARLEEN S. SEDILLA CESO V

Schools Division Superintendent

INSTRUCTIONS AND REQUIREMENTS

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Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

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- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO,

TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or

- d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least 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 employee's return but during confinement the agency shall be notified of said surgery.
- The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

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- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

* 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).