



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



February 13, 2020

DIVISION MEMORANDUM
No. **67** s. 2020

REITERATION ON OMNIBUS RULES ON LEAVE

To: Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Division Personnel

With reference to ***Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292***, this Office reiterates the Policy on Leave Application as follows:

a. TEACHER'S LEAVE

a.1 Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay.

a.2 Teacher's vacation service credits refer to the leave credits earned for services rendered on activities on conditions stated in DepEd Order No. 53 s. 2003, as authorized by the proper authorities.

a.3 Vacation service credits are used to offset absences of teachers due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

b. VACATION LEAVE

b.1 Application for vacation/personal leave for one (1) full day or more shall be submitted on the prescribed form (Form 6) for action by the head of agency at least 5 days in advance of the effective date.

b.2 Approval of vacation leave must be contingent upon the needs of service therefore, the grant of vacation leave shall be at the discretion of the head of the agency.

c. SICK LEAVE

c.1 Application for sick leave for one (1) full day or more shall be submitted on the prescribed form (Form 6) for action by the head of agency and shall be filed immediately upon employee's return.



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c.2 Notice of absence should be sent to the immediate supervisor or head of agency.

c.3 Application for sick leave of five (5) successive days shall be accompanied by a proper medical certificate. In cases of doubt, the head of office or immediate supervisor may conduct verification or require medical certificate for absences below 5 days.

c.4 Sick leave may be applied in advance in cases where the employee will undergo medical examination, operation or advised to rest in view of ill health duly supported by a medical certificate.

c.5 Approval of sick leave shall only be granted on account of sickness or disability on the part of employee concerned or of any member of his immediate family.

d. EFFECT OF UNAUTHORIZED LEAVE

d.1 An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his unauthorized leave of absence.

d.2 An employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from service or dropped from the rolls without prior notice.

d.3 If the number of unauthorized absences is less than thirty (30) working days, a written Return To Work Order shall be served at his last known address on record. Failure on his part to report to work within the period stated in the Order shall be a valid ground to drop from the rolls.

e. DISCIPLINARY ACTION

e.1 Any violation of the leave laws, rules or regulations or misrepresentations or deception in connection with an application for leave shall be ground for disciplinary action

For your strict compliance.

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