

## 2. Application for Leave

Leave of absence, for any person other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. The grant vacation leave is discretionary on the part of the agency head or authority concerned; thus, mere filing of such leave application does not entitle an officer or employee to go on leave outright.

<b>Office or Division:</b>	Personnel Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	DepEd Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Vacation Leave</b> <ol style="list-style-type: none"> <li>CSC Form 6 (3 original copies)</li> <li>Clearance Form, only if traveling abroad, or if traveling local for more than 15 days (4 original copies)</li> <li>Letter request, if necessary (1 original copy)</li> </ol>	Personnel Unit  Client	
<b>Sick Leave</b> <ol style="list-style-type: none"> <li>CSC Form 6 (3 original copies)</li> <li>Medical Certificate, if more than 5days sick leave (1 Copy)</li> <li>Letter request, if necessary (1 original copy)</li> </ol>	Personnel Unit Client  Client	
<b>Paternity Leave</b> <ol style="list-style-type: none"> <li>CSC Form 6 (3 original copies)</li> <li>Letter request, if necessary (1 original copy)</li> </ol> <b>Additional Requirements:</b> <ul style="list-style-type: none"> <li>Marriage Contract (1 photocopy)</li> <li>Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy)</li> </ul>	Personnel Unit Client  Client	
<b>Maternity Leave</b> <ol style="list-style-type: none"> <li>CSC Form 6 (3 original copies)</li> <li>Letter request, if necessary (1 original copy)</li> </ol> <b>Additional Requirements:</b> <ul style="list-style-type: none"> <li>Special Order Form (3 original copies)</li> <li>Medical Certificate (1 Copy)</li> <li>Clearance (4 original copies)</li> </ul>	Personnel Unit Client  Front/ Information desk	

<b>Solo Parent Leave</b> 1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if necessary (1 original copy)  <i>Additional Requirements:</i> <ul style="list-style-type: none"> <li>• Birth Certificate of Child (1 photocopy)</li> <li>• Photocopy of Solo Parent ID (1 photocopy)</li> </ul>		CSC website/ Front/ Information desk		
<b>Special Privilege Leave</b> CS Form 6 (3 original copies)		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements within the prescribed timeline from the concerned office	1.1. Receive the complete documents	None	10 minutes	Records Section - Person in charge
	1.2. Check the received document as to completeness	None		
	1.3. Forward the complete document to the Personnel for appropriate Action	None	2 hours	
	1.4. Review the submitted complete document and provide appropriate action	None	30 minutes	Personnel Unit
	1.5. Forward to the Office of the SDS for Approval	None	20 minutes	Personnel Unit
	1.6. Approve Form 6 and forward to the Personnel Section	None	30 minutes	Records Section - Person in charge
	1.7. Forward the approved Form 6 to the Records Section for release	None	15 minutes	
2. Receive the approved Form 6	2.1 Release the approved Form 6	None	10 minutes	
<b>TOTAL</b>		<b>None</b>	<b>3 hours, 55 minutes</b>	