



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Division Memorandum No. 041
Series 2021

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Others Concerned

Subject: **GUIDELINES ON THE FILING FOR LEAVE OF ABSENCE,
AVAILMENT OF COMPENSATORY TIME-OFF (CTO), SERVICE
CREDITS, FORCED LEAVE AND WORK FROM HOME
ARRANGEMENT**

From : The Schools Division Superintendent

Date : February 09, 2021

This office REMINDS all concerned of the guidelines in the availment of filing **Leave of Absence and Compensatory Time Off (CTO)** in accordance to CSC-DBM Circular No. 2 s. 2004 and CSC-DBM Circular No. 2-A s. 2005 as amended by **Section 5.5.2 states that "The Compensatory Overtime Credits (COC) should be used as a Time-Off within the year these are earned until the immediately succeeding year. Thereafter, any unutilized COC are deemed forfeited"**. In view of this, this Office, hereby advised all concerned employees that:

1. For Division Office activities, SGOD HRTD Unit are advised to prepare the Request Letter of Service Credits/CTO for the approval of Special Order by the SDS and shall provide the Personnel Unit a complete Attendance List of Participants for every seminar/trainings for verification purposes. For other seminar/trainings or In-service conducted by other agencies, the School Head shall prepare the indorsement for special order approval;
2. CTO/Service Credits request should be forwarded, stamped, received by the Records Office within **Thirty (30) working days** after every activity/trainings/seminars conducted;
3. Every Request for Approval of CTO/Service Credits should be processed and countersigned by the AO/Records Office before the SDS signed the request;

Failure to submit your request for CTO/Service Credits within thirty (30 days) is already considered as, what the CSC stated that, "government workers may also be asked to render services beyond the eight-hour requirement from time to time as part of one's commitment, as public service essentially entails upholding public interest over personal interest. Giving oneself to public service more than what is required or expected is a virtue that all public officials and employees must uphold," therefore, submission of request beyond the prescribed grace period stated above, THE CTO REQUEST FOR THE MONTH COULD NO LONGER BE CONSIDERED.

4. 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 such leave. (CSC MC No. 41, s.1998 as amended by Section 51 of Omnibus Rules on Leave);
5. 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.**

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

In ordinary application for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required. (CSC MC No. 41, s.1998 Amended by Section 53 of the Omnibus Rules on Leave);

6. Forced/Mandatory Leave (Section 25 of the Omnibus Rules on Leave) - All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:
 - (a) The head agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he/she may, in the exigency of the service, cancel any previously scheduled leave.
 - (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 agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

Disapproval of Forced/Mandatory Leave is not a right but a privilege to those who are obliged to perform duties and functions that is essential to the need of the Department when their services are needed.

7. Alternative Work Arrangement (AWA), specially Work from Home, an output for the day is required to be submitted and employees under work-from-home shall make themselves available during the work hours that they are at home (DepEd Order No. 11 s. 2020) and CSC MC No. 23 s. 2020 states that "Failure to make themselves available during the work hours without justifiable reason while they are at home in cases no assignment is given (e.g. non response to calls, messages) is considered **ABSENT**".
8. All school heads are required to post this Memorandum in their respective bulletin board or any conspicuous place in their schools;
9. Immediate and wide dissemination of this Memorandum is highly appreciated.


DR. LORNA G. BUGAYONG CESO V
Schools Division Superintendent