



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : All Resident Managers/OICs
FROM : The Manager
Operations Department
RE : LEAVE PRIVILEGES
DATE : June 22, 2021

Please be informed that effective immediately, the following revised CSC forms (sample attached) shall be used in filing of applications for leave.

- Application for Leave Form for SG 23 and Below;
- Application for Leave Form for SG 24 and Above; and
- Notice of allocation of maternity leave (for Maternity Leave applications)

Attached herewith is brief description of each leave privileges as an additional information.


ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

TYPE OF LEAVE TO BE AVAILED OF:

1. Special Emergency (Calamity Leave)

This is granted to state employees affected by natural calamities or disaster. It may be availed of within 30 days from the actual occurrence of the natural calamity for five (5) straight working days or on staggered basis.

The President of the Philippines or the local Sanggunian in the affected area declares the state of calamity.

The head of the Agency may still grant the special emergency leave base on proof or evidence to be presented by the employee. An extension of the allowed maximum five (5) days shall be subject to the discretion of the head of agency

2. Special Leave Benefits for Women (RA # 9710)

Also known as "Magna Carta for Women". It is a comprehensive women's right law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the right of Filipino women especially those in marginalized sector.

Special Leave Privileges – "A woman employee having rendered continuous aggregate employment service of at least six (6) months for the last 12 months shall be entitled to a special leave benefits of two months with full pay based on her gross monthly compensation following surgery caused by gynecological disorder (Section 18)

3. Special Privilege Leave (SPL)

Leave of Absence which may be availed of for a maximum of three (3) days annually to mark special milestone and/or attend to filial and domestic emergencies such as birthdays, anniversaries, mourning, PTA meeting etc.

Non-commulative and non convertible to cash

4. Maternity Leave (RA 11210)

An act increasing the maternity leave period **to One Hundred five (105) Days** for Female workers with an option to extend for an additional thirty (30) days without pay, and granting an additional Fifteen Days for Solo Mothers, and for other purposes.

Grant of Maternity Leave

All covered female workers in the government and the private sector, including those in the informal economy regardless of civil status or the legitimacy of her child shall be granted one hundred five (105) days maternity leave with full pay and an option to extend for an additional thirty (30) days without pay: **PROVIDED**, that in case the worker qualifies as a solo parent under RA # 8972, Or The "Solo Parents" Welfare Act", the worker shall be granted an additional fifteen (15) days maternity leave with full pay.

Enjoyment of maternity leave can not be deferred but should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding one hundred five (105) days as the case may be.

This shall be granted to female workers in every instance of pregnancy, miscarriage or emergency termination of pregnancy, sixty (60) days maternity leave with full pay.

May at her option, allocate up to seven (7) days of said benefits to the child's father whether or not the same is married to the female worker: PROVIDED, that in the death, absence, or incapacity of the former, the benefit may be allocated to an alternate caregiver who may be a relative within the fourth degree of consanguinity or the current partner of the female worker sharing the same household, upon the election of the mother taking into account the best interest of the child.

5. Paternity Leave

Married male employees can benefit seven (7) days of paternity leave with the first four (4) days being paid. (can be used for up to four (4) children

It allows the mother to transfer 7 days of her 105 days of maternity leave to the father, even if they are not married, for a total of 14 days of paid leave.

6. Solo Parent Leave

Coverage:

1. A woman who gives birth as a result of rape and other crimes against chastity, even without final conviction of the offender: PROVIDED, that the mother keeps and raise the child.
2. Parents left solo or alone with the responsibilities of parenthood due to any of the following circumstances:
 - a. Death of Spouse
 - b. Detention of the spouse or serving sentence for a criminal conviction for at least one year
 - c. Physical/Mental incapacity of spouse as certified by a public medical practitioner;
 - d. Legal separation or de facto separation from spouse
 - e. Declaration of nullity or annulment of marriage as decreed by a court or by a church
 - f. Abandonment of spouse for at least one year
 - g. Unmarried person who has preferred to keep and rear the children instead of having others care for them up to welfare institution;
 - h. Any other person who solely provides parental care and support to a child or children provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
 - i. Any family member who assume the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance or absence last for at least one (1) year

CONDITIONS FOR AVAILING OF PARENTAL LEAVE

The parental leave of seven (7) days in addition to existing leave privilege shall be granted to any solo parent employee subject to the following conditions:

1. The solo parent must have rendered service for at least one (1) year whether continuous, or broken, reckoned at the time of the effectivity of RA 8972 and regardless of employment status.
2. The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
3. The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the agency/office. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.
4. The solo parent employee may avail of parental under any of the following:
 - a. Attend to personal milestone of a child such as birthdays, first communion, graduation and other similar events
 - b. Perform parental obligations such as enrollment and attendance in school program, PTA meetings and the like;
 - c. Attend to medical, social, spiritual and recreational needs of the child; and
 - d. Other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

PROCEDURES IN AVAILING OF PARENTAL LEAVE

1. Secure a Solo Parent Identification Card from the city/Municipal Social Welfare & Dev't. Office. The identification card is valid for one year from the issuance but renewable yearly.
2. Submit the accomplished application from (CS Form # 6) duly supported with the certified true copies of the Solo parent ID and birth certificate of child/children or other requirements such as medical certificate, if necessary.

7. 10 day Leave for VAWC Victims

Women employees who are victims as define in RA 9262, otherwise known as the Anti-Violence Against Women and Their Children Law, are entitled to a leave of up to TEN (10) days with full pay. The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns.

8. Rehabilitation Privilege

Injuries from accidents that occurred while the government official or employee is going to work and going home from work which are in accordance with humane, employee friendly government policy.

Duration: not more than SIX (6) months. It is not deductible from accumulative SL or VL while employee is on Rehabilitation Leave but can not earned leave credits while on this privilege.

9. Adoption Leave (RA 8552)

Qualified adoptive parents in the government service can now avail of a sixty (60) day leave. CSC Res. # 2100020 grants the adoption leave of 60 days to gov't. employees who are adoptive parents.

Statutory Adoption Leave last for up to 52 weeks. This is the same as for maternity leave. You have the right to adoption leave from the first day of your employment.

Section 20 of the Resolution specifically provides that a qualified female employee or a single male employee may avail of adoption leave of sixty (60) days with full pay and shall be enjoyed in a continuous and an interruptive manner. Meanwhile, the legitimate male spouse of the female employee entitled to adoption leave can also avail of seven (7) days with full pay in consonance with RA 8187 which shall likewise be enjoyed in continuous or in intermittent manner.

10. Mandatory/Forced Leave (E.O No. 2921)

Refers to one where the employees are required to go on leave for several days or weeks utilizing their leave credits if there are any.

- a. The head of agency shall, upon prior consultation of the employees, prepared a staggered schedule of the mandatory five-day vacation leave of officials or employees, provided that he 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 a year. However, in cases where the scheduled leave has been cancelled in the exigency of service by the head of the agency, the scheduled leave not enjoyed no longer be deducted from the total accumulated vacation leave.
- c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory leave.
- d. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forfeited leave or not. However, officials and employees with accumulated vacation leave vacation leave of fifteen days, under section 22 hereof, shall still be required to go on forced leave.

11. Vacation Leave

Refers to leave of absence granted to officials and employees for personal reasons, the approval of which contingent upon the necessities of the service. In general, appointive officials and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to fifteen (15) days vacation leave and fifteen (15) days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation.

Application for Vacation Leave

All application 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.

12. Sick Leave

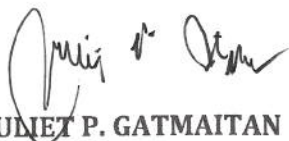
Refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

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 employees return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by proper medical certificate.

In ordinary application for sick leave already taken not exceeding 5 days, the head of the department or agency concerned may determined whether or not granting of sick leave is proper under the circumstances. In case of doubt, a certificate may be required.

Prepared by:



JULIET P. GATMAITAN

Noted:



ATTY. MARIA TERESA C. ALVAREZ
Manager, OPED



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL CONCERNED PERSONNEL

FROM : 
THE MANAGER
Administrative Services Department

SUBJECT : **REVISED LEAVE APPLICATION FORMS &
NOTIFICATION OF ALLOCATION OF MATERNITY LEAVE**

DATE : **18 MAY 2021**

Pursuant to CSC Memorandum Circular No. 5 s 2021, all personnel are enjoined to use the following attached CSC forms, effective immediately:

- Application for Leave Form for SG 23 and Below;
- Application for Leave Form for SG 24 and Above; and
- Notice of Allocation of Maternity Leave (For Maternity Leave applications)

For everyone's guidance.



Republic
TOURISM INFRASTRUCTURE
Tower 1 Double Dragon F

APPLICATION

1. OFFICE/DEPARTMENT	2. NAME :
3. DATE OF FILING	4. POSITION
6. DETAIL	

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:

- ☐ 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 c

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

ABIGAIL R. PERCELA

HRM Officer IV, Human Resource Services Division

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

(Department Head)

7.C APPROVED FOR:

_____ days with pay

_____ days without pay

_____ others (Specify)

7.D DISAPPROVED DUE TO:

JOSEFINA U. SORIANO
Manager, Human Resource Services Division
Administrative Services Department

Mam Juliet,

(explain)
As per MCA, pa indicate daw
po kung ano ang mga leave na
to before sending to entities.

- me -



Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Tower 1 Double Dragon Plaza, EDSA Extension, Pasay City

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 <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) Others: _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR _____ INCLUSIVE DATES _____	6.D COMMUTATION <input type="checkbox"/> Not Requested <input type="checkbox"/> Requested _____ (Signature of Applicant)													
7. DETAILS OF ACTION ON APPLICATION														
7.A CERTIFICATION OF LEAVE CREDITS As c _____ <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%;">Vacation Leave</td> <td style="width: 35%;">Sick Leave</td> </tr> <tr> <td><i>Total Earned</i></td> <td></td> <td></td> </tr> <tr> <td><i>Less this application</i></td> <td></td> <td></td> </tr> <tr> <td><i>Balance</i></td> <td></td> <td></td> </tr> </table> <div style="text-align: center;"> JOSEFINA U. SORIANO _____ Manager, Human Resource Services Division </div>		Vacation Leave	Sick Leave	<i>Total Earned</i>			<i>Less this application</i>			<i>Balance</i>			7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ _____ _____ _____ _____ (Department Head)	
	Vacation Leave	Sick Leave												
<i>Total Earned</i>														
<i>Less this application</i>														
<i>Balance</i>														
7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify) _____	7.D DISAPPROVED DUE TO: _____ _____ _____													

NOTICE OF ALLOCATION OF MATERNITY LEAVE

I. FOR FEMALE EMPLOYEE

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
<p>I am allocating _____ days (7 days max.) of my 105-day maternity leave to Mr./Ms. _____ which benefit is granted under Republic Act No. 11210 or the 105-Day Expanded Maternity Law. Attached is the proof of our relationship.</p>	
SIGNATURE OVER PRINTED NAME	DATE

II. FOR CHILD'S FATHER/ALTERNATE CAREGIVER

NAME (Last Name, First Name, Name Extension, if any, and Middle Name)	POSITION
HOME ADDRESS	AGENCY / EMPLOYER and ADDRESS
CONTACT DETAILS (Phone number and e-mail address)	
RELATIONSHIP TO THE FEMALE EMPLOYEE (Please mark the box with "x")	<p>I accept the allocated _____ days of the 105-day maternity leave from the abovementioned female employee and I/we submit the attached proof of our relationship. It is understood that the allocated maternity leave is for the care of our/her newborn child.</p>
<input type="checkbox"/> Child's father <input type="checkbox"/> Alternate caregiver <input type="checkbox"/> Relative within fourth degree of consanguinity (Specify: _____) <input type="checkbox"/> Current partner sharing the same household	
SIGNATURE OVER PRINTED NAME DATE	

PROOF OF RELATIONSHIP			
(Please mark the box with "x" and attach a photocopy of the document)			
<input type="checkbox"/> Child's Birth Certificate	<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Barangay Certificate	<input type="checkbox"/> Other bona fide document/s that can prove filial relationship.

III. FOR THE HRMO AND THE HEAD OF OFFICE/AUTHORIZED OFFICIAL

<p>I certify that Ms. _____ has a maternity leave balance of _____ days. Furthermore, I have reviewed and evaluated the attached supporting document/s and find the herein allocation of maternity leave in order.</p>	<p style="text-align: center;">APPROVED:</p> <div style="text-align: center;"> <p>ROSANNA M. OLGADO</p> <p>Manager, Administrative Services Department</p> </div>
<p>ABIGAIL R. PERCELA DATE</p> <p>HRM Officer IV</p>	<p>DATE</p>
<p>AGENCY, ADDRESS and CONTACT DETAILS</p> <p style="text-align: center;"> TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY Tower 1, Double Dragon Plaza, EDSA Extension, Pasay City (+632) 8249-5900 to 79 www.tieza.gov.ph </p>	