

4. 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.

Office or Division:	Personnel Section
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DepEd Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. CSC Form 6 (1 original copy)	Records Section /DepEd Malolos Website Client
Sick Leave 1. CSC Form 6 (1 original copy) 2. Medical Certificate, if more than 5 days sick leave (1 original copy)	Records Section /DepEd Malolos Website Client
Paternity Leave 1. CSC Form 6 (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) 	Records /DepEd Malolos Website Client
Maternity Leave 1. CSC Form 6 (1 original copy) 2. Medical certificate (1 original copy)	Records /DepEd Malolos Website Client
Solo Parent Leave 1. CSC Form 6 (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Photocopy of Solo Parent ID (1 photocopy) • Birth Certificate of Child (1 photocopy) 	Records Section /DepEd Malolos Website Client Client
Special Privilege Leave <ul style="list-style-type: none"> • SPL Form (1 original copy) 	Records Section /DepEd Malolos Website

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete documentary requirements within the prescribed timeline from the client	Receive and check the documents as to completeness and submit to the Personnel Section	None	15 minutes	Records Personnel/ Administrative Aide VI
	Review the submitted documents for appropriate action	None	20 minutes	HR Personnel / Administrative Assistant III
	Check the accuracy of the dates filed and the leave balance reflected in the Form 6	None	20 minutes	Administrative Officer IV- Personnel
	Submit to the Office of the AOV or ASDS for recommending approval	None	1 day	HR Personnel / Administrative Assistant III
	Submit to the Office of the SDS or ASDS for approval	None	7 hours	HR Personnel / Administrative Assistant III
TOTAL:		None	1 day, 7 hours and 55 minutes	