Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
NOV 12 2026
RELEASED

November 12, 2026

DIVISION MEMORANDUM

No. 508, s. 2026

GUIDELINES TO FREQUENTLY OBSERVED NON-COMPLIANCE TO EXISTING POLICIES AND GUIDELINES ON FILING OF LEAVES FOR DEPED PERSONNEL

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors / District In-Charge
Public Elementary and Secondary School Heads
Public Teaching and Non-Teaching Personnel
All Others Concerned

1. Enclosed is a copy of **Division Memorandum No. 396, s. 2026** released by this Office on **September 24, 2026** regarding, ***"Reiteration of Compliance to Existing Policies and Guidelines in Various Personnel Actions"***.

2. In reference thereto, this Department disseminates to all concerned personnel the provision under Enclosure No. 2, item no. 3 ***"Filing, Cancellation, and Recall of Leaves"***, as follows:

a. Vacation Leave (VL), Special Privilege Leave (SPL) must be filled at least five (5) days in advance, or one week prior for SPL.
b. Sick Leave- must be filled immediately upon return. Absence exceeding five (5) consecutive days requires a signed medical certificate.
c. Cancellation and Recall- formal written notice approved by the Head of Office.

3. Thus, this Office has still observed the following frequent **non-compliance** in the filling of leaves:

a. Improper indication of position/title and salary.
b. Unfilled date of filing.
c. Un specified type of leave to be availed of.
d. Unsigned recommendation.
e. Unattached approved schedule for Watchmen and Security Personnel, as basis for leave application.
g. Incomplete attachments of Maternity Leave, Solo Parent Leave and Special Privilege Leave for Women.
h. Not updated signatory of certification OF Leave Credits.
i. Do not check the recommending approval.

j. Inconsistent of the five (5) day advance filing of Vacation Leave (VL), Forced Leave (FL), Wellness leave (WL), and Solo Parent Leave (SPL) as per Sec. 21 & 51, Rule XVI, CSC MC No. 41, s. 1998 and CSC MC No. 8, s. 2004, and one (1) week prior for SPL.

4. However, on emergency cases/ unforeseen circumstance, the following shall apply per CSC MC No. 41, s. 1998 and CSC MC No. 8, s, 2011:

a. Sick Leave (SL) - Filed immediately upon return to duty. However, application filed in advance or exceeding five (5) successive days shall be accompanied by a medical certificate and specify illness. (Sec. 53, Rule XVI)

b. Special Privilege Leave (SPL) - Maybe filed immediately upon return to duty, provided valid justification and proof are attached. (Sec. 21, Rule XVI)

c. Wellness Leave (WL) -Shall be filled at least five days before its availment, except in emergency cases, wherein it shall be filed immediately upon the official's or employees return from such leave. Maybe filed immediately upon return . (DO No. 2, s. 2026)

5. Additionally, to ensure **uniformity**, all personnel are hereby requested to print **CSC Form No. 6 (Revised 2020)** in **A4 size** only. For the prescribed format of the Form, please see : **https://tinyurl.com/3dabaxrr**

6. Furthermore, requests for **leave ledger/ service credit balance** shall be acted upon receipt of an official letter with attached list of names. Processing time shall take three (3) to five (5) working days for updating and printing. Please note that leaves filed beyond the available balance shall be considered **Leave Without Pay** (LWOP) per Section 56, Rule XVI, CSC MC No. 41, s. 1998.

7. For more details, kindly send your concerns through **sdobenguet.personnel@deped.gov.ph**.

8. For information, guidance and compliance.

sgd
CARMEL F. MERIS
OIC – OIC School Superintendent

Civil Service Form No. 6
Revised 2020

ANNEX A

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET

APPLICATION FOR LEAVE

1. DISTRICT & SCHOOL: 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

- ☐ **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: CTO / WL* _____

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:
- ☐ 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:
_____

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

Day(s) _____

INCLUSIVE DATES

_____

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of _____

	Vacation Leave	Sick Leave	
Total Earned			
Less this application			
Balance			

MEL W. ALINGBAS
Administrative Officer IV /HRMO II

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

_____

_____

_____
Immediate Supervisor

7.C APPROVED FOR:

_____ days with pay
_____ days without pay
_____ others (Specify)

7. D DISAPPROVED DUE TO:

_____

_____

_____

NOVER KEITHLEY S. MENTE
OIC - Office of the Assistant Schools Division Superintendent