



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

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 of 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 Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Vacation Leave 1. Form 6 (3 original copies) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Special Order for Vacation Leave (3 original copies), if more than 15 days • Letter request, if necessary (1 original copy) • Clearance Form (3 original copies), if Travel/Leave Abroad 			Personnel Section Personnel Section Client Personnel Section	
Sick Leave 1. Form 6 (3 original copies) 2. CSC Form 41 - Medical Certificate (3 Copies) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Special Order for Sick Leave (3 original copies), if more than 15 days 			Personnel Section Client Personnel Section	
Paternity Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Marriage Contract (1 photocopy) • Birth Certificate of Child • CSC Form 41 - Medical Certificate of Wife if Miscarriage (3 photocopies) 			Personnel Section Client Personnel Section Client Personnel Section	
Maternity Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Special Order for Maternity Leave of Absence (3 original copies) • CSC Form 41 - Medical Certificate (1 Copy) 			Personnel Section Client Front/ Information desk	
Solo Parent Leave 1. Form 6 (3 original copies) 2. Letter request, if necessary (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> • Birth Certificate of Child (1 photocopy) • Photocopy of Solo Parent ID (1 photocopy) 			Personnel Section Client Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete Documentary requirements within the prescribed timeline	1. Receive the complete documents	None	5 minutes	Records Section - Person in charge
	1.1. Check the received document as to completeness	None		



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from the concerned office	1.2. Forward the complete document to the Personnel for appropriate action	None	3 minutes	Records Section - Person in charge
	1.3. Review the submitted complete document and provide appropriate action	None	20 minutes	Personnel Section - Person in charge
	1.4. Forward to the Office of the SDS for Approval	None	3 minutes	Personnel Section - Person in charge
	1.5. Approve Form 6 and forward to the Personnel Section	None	5 minutes	SDS/ Staff
	1.6. Forward approved Form 6 to the Records Section for release	None	5 minutes	Personnel Section - Person in charge
	2. Receive the approved Form 6	2. Release the approved Form 6	None	3 minutes
TOTAL:		None	44 minutes	