

F. Personnel Section

1. Application for Leave

Leave of absence, for any reason other than serious illness of an employee or any member of their 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:	Government to Government (G2G)
Who may avail:	DepEd Personnel (for 3rd level officials and RO Employees)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave 1. Form 6 (3 original copies) 2. Clearance Form (3 original copies) 3. Letter request, if needed (1 original copy)	Personnel Unit Personnel Unit Client
Sick Leave 1. Form 6 (3 original copies) 2. Medical Certificate (1 Copy) 3. Letter request, if needed (1 original copy)	Personnel Unit Client Client
Paternity Leave 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> ● Marriage Contract (1 photocopy) ● Birth Certificate of Child or Medical Certificate of Wife if Miscarriage (1 photocopy) 	Personnel Unit Client Client
Maternity Leave 1. Form 6 (3 original copies) 2. Letter request, if needed (1 original copy) <i>Additional Requirements:</i> <ul style="list-style-type: none"> ● Special Order Form (3 original copies) ● Medical Certificate (1 Copy) ● Clearance (3 original copies) 	Personnel Unit Client Front/ Information desk
Solo Parent Leave	CSC website/ Front/ Information desk

1. CSC Form No. 6 (Revised 1995) Application for Leave (3 original copies) 2. Letter request, if needed (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) 		DepEd employee DepEd employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents to the Personnel Section	1.1. Receive and forward the acted CSC Form 6 for initial of the AO V	None	30 minutes	Adm. Aide IV/ Authorized Employee
	1.2. Forward the CSC Form 6 to the CAO for Administrative Division for signature under 7.a	None	10 minutes	AO V
	1.3. Approve and sign the CSC form 6	None	15 minutes	CAO
2. Receive a copy of approved form 6	2.1. Release documents through the Records Section	None	30 minutes	AO V (Records Officer) / Authorized Employee
TOTAL:		None	1 hour and 25 minutes	