



## 7. Processing of Study Leave

### Teaching Personnel

Study Leave is a privilege enjoyed by teachers in the public schools who rendered at least seven (7) years in service. If opt to avail this leave, they are entitled to the following:

- Study leave not exceeding one (1) school year
- At least sixty percent (60%) of their monthly salary

### Non- Teaching Personnel

Study Leave is a privilege enjoyed by Officials and employees with a permanent position and rendered at least two (2) years of service with at least satisfactory performance for the last two (2) rating periods immediately preceding the application. If opt to avail this leave, they are entitled to the following:

- Study leave of six (6) months for taking their bar or board examinations or complete their master's degree; four (4) months for completion of master's degree (with pay)

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	DepEd Teaching and Non-Teaching Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement from the SDS (1 Original Copy)		SDO		
2. Duly filled-up and signed CSC form 6 (1 Original Copy)		Client		
3. Schedule of study leave (1 Original Copy)		Client		
4. Study Leave Agreement/MOA (1 Original Copy)		Client		
5. For teachers - Certification without substitution (1 Original Copy)		SDO		
6. Certificate of bonafide employee (1 Original copy)		SDO		
7. Permit to Study (1 Original copy)		SDO		
8. Performance Ratings (1 Original copy)		SDO		
9. Medical Certificate – Physically Fit (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit complete documents to the Records Section	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and Evaluate as to completeness correctness of requirements and take appropriate action	None	20 minutes	ADAS/ Personnel Section Staff/AOV
	1.3 Forward to Chief Administrative Officer, Admin. Division for initial	None	10 minutes	CAO
	1.4 Forward the documents to RD/ARD for approval or disapproval	None	10 minutes	RD/ARD
	1.5 Forward the signed documents to Records Section for release	None	5 minutes	ADAS/ Records Section Staff
<b>TOTAL:</b>		<b>None</b>	<b>50 minutes</b>	