



**University of the Philippines Manila**

The Health Sciences Center

Office of the Chancellor

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines

Telefax (632) 526-8419 – Telefax (632) 521-0184 | Email: upm-oc@ up.edu.ph



HRDO10005395

13 February 2018

**MEMORANDUM ORDER NO. CCDP-2018- 26**

TO : **Deans/Directors/Heads of Offices**  
Attention: Administrative Officers

FROM : *Carmencita D. Padilla*  
**CARMENCITA D. PADILLA, MD, MAHPS**  
Chancellor *CP*

SUBJECT : **POLICIES ON APPLICATIONS FOR LEAVE**

Pursuant to the Civil Service Commission Omnibus Rules on Leave and as amended by CSC MC No. 41, s. 1998, all employees are hereby reminded of the following:

1. Sick Leave application **should be filed immediately** upon the employee's report to duty.
  - 1.1. Sick Leave for more than 5 days shall require a medical certificate (CSC Form No. 41) and must be validated by the Employees' Clinic, (CSC Form No. 41 is downloadable from the HRDO website).
  - 1.2. In case of doubt, the immediate supervisor may require the employee to submit a medical certificate even if the sick leave is 5 days or less.
  - 1.3. Sick Leave may be filed in advance when the employee will undergo medical procedure or advised to rest duly supported by a medical certificate.
  - 1.4. Application for half-day sick leave is allowed provided that it is also **supported by a medical certificate.**
2. The following Leaves must be filed **at least 5 days in advance**:
  - 2.1. Vacation/Forced or Mandatory Leave.
  - 2.2. Special Privilege Leave (SPL). SPL must be availed of for a minimum of one (1) full day (Half-day is not allowed).
  - 2.3. Solo Parent Leave (except for emergency cases)
  - 2.4. Compensatory Time-Off (CTO).

Note: The head should exercise due diligence in approving/granting leave of absence of employees and should act promptly on leave applications.

3. Applications that do not follow the above policies shall become unauthorized leaves and may be covered by the Policy on Absenteeism. Quoted hereunder is the CSC MC no. 4, s. 1991 on the relevant policy:

**"A. Habitual Absenteeism**

1. *An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least 3 consecutive months during the year.*

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**C. Sanctions**

1. *The following sanctions shall be imposed for the violation of the above guidelines*
  - (a) *for the first violation, the employee, after due proceedings, shall be meted the penalty of six (6) months and one (1) day to one (1) year suspension without pay;*
  - (b) *for the second violation, and after due proceedings, he shall be dismissed from the service."*

For your information, guidance and strict compliance.