

University of the Philippines Manila  
8/F Central Block Bldg. PGH Compd.  
Taft Avenue Manila

Application for Special Leave Benefits for Women under R.A. 9710 as per Civil  
Service Memorandum No. MC 25, s. 2010 (MAGNA CARTA FOR WOMEN)

Date: \_\_\_\_\_

Name of Employee \_\_\_\_\_

Position : \_\_\_\_\_ College/Unit: \_\_\_\_\_

No. of years in U.P.: \_\_\_\_\_ Status of Employment: \_\_\_\_\_

No. of years in other government agency: \_\_\_\_\_

=====

( to be filled-up by employee )

Gynecologic Disorder: \_\_\_\_\_

Surgical Operations performed: \_\_\_\_\_

Classification: \_\_\_\_\_ minor ( maximum 2 weeks recuperation )

\_\_\_\_\_ major (minimum 3 weeks to maximum 2 months recuperation)

Hospital Confined: \_\_\_\_\_

Period of preparatory procedure prior to surgery \_\_\_\_\_

*( this will be charged to earned leave credits of an employee )*

Period of Confinement \_\_\_\_\_

Period of recuperation after surgery: \_\_\_\_\_

Recuperation period (in excess of allowed minor/major special leave benefit) \_\_\_\_\_

*(this will be charged to earned leave credits of an employee)*

Submitted required documents:

\_\_\_\_\_ Approved application for Leave ( CSC Form 6 )

\_\_\_\_\_ Medical Certificate by attending surgeon to include:

- \_\_\_ *Clinical Summary reflecting gynecologic disorder*
- \_\_\_ *Histopathological Report*
- \_\_\_ *Operative Technique used for the surgery*
- \_\_\_ *Duration of surgery including peri-operative*
- \_\_\_ *Employees estimated period of recuperation*

\_\_\_\_\_ Fit-to-work order from attending surgeon  
(if employee will be reporting for duty)

\_\_\_\_\_  
Employee Signature

( To be filled-up by HRDO)

Based on the documents submitted which is in accordance with the policy set by the Civil Service Commission, request for Special Leave Benefits for Women of : \_\_\_\_\_ IS IN ORDER.

She is therefore entitled to the following privileges:

- special leave benefits \_\_\_\_\_  
(not deductable to earned leave credits)
- monthly compensation for the duration of special leave benefits.

Note: This special leave benefits for women is non-cumulative and non-convertible to cash.

Evaluated by:

Noted by:

\_\_\_\_\_  
Administrative Officer II

\_\_\_\_\_  
HRDO Director

APPROVED BY:

\_\_\_\_\_  
Vice Chancellor for Administration/  
Vice Chancellor for Academic Affairs

cc: Accounting  
HRDO  
Unit  
Employee