



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

HUMAN RESOURCE DEVELOPMENT OFFICE
Central Administration

02 May 2024

HRDO ADVISORY NO: HR24-008

TO : Deans/Directors/Heads of Units
ATTENTION : Administrative Officers
SUBJECT : **Reiteration of Guidelines on Filing of Application for Leave**

Pursuant to the provisions of Sections 21(3), 51, and 53 of the CSC MC No. 41, s. 1998 or the Omnibus Rules on Leave as reiterated by Memorandum CCDP 2023-094, the following guidelines are further reiterated in filing an application leave:

Type of Leave	No. of Days Required
1. Vacation Leave (VL)	• Five (5) days in advance , whenever possible, of the effective date of such leave.
2. Sick Leave (SL)/ UP Approved SL (CNA)	• Immediately upon employee's return from such leave. However, notice of absence should be sent to the immediate supervisor and/or Dean/Director/Head of Unit. • SL may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
3. Special Privilege Leave (SPL)/ UP Approved SPL	• At least one (1) week prior to availment except on emergency cases.

Further, a justification letter shall be required for late submission of application for leave, otherwise, the application for leave shall become unauthorized and may be covered by the Policy on Absenteeism under, Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292. Habitual Absenteeism are considered as grave offense punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense.

This is to further remind that requesters are responsible in monitoring the system-generated notification of UIS sent to UP email accounts for clarifications on the submitted application, requests for information, or returns for correction/resubmission.

Thank you.

MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director