

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 deductible 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