

DRN: III-FO-HRMDD-PAS-A-COMM-24-05-35182-S

## MEMORANDUM

**FOR : ALL DSWD FIELD OFFICE III PERSONNEL**

**FROM : THE OIC – DIVISION CHIEF**  
Human Resource Management and Development Division

**SUBJECT : MEMO REITERATING THE GUIDELINES ON LEAVE OF  
ABSENCE AND RELATED PENALTIES FOR VIOLATION  
THEREOF**

**DATE : 06 JUNE 2024**

This memorandum is issued reiterating the Human Resource Advisory No. 5 On Leave of Absence and Related Penalties for Violation Thereof.

### 1. Filing of Vacation Leave:

All employees are reminded that applications for vacation leave must be submitted **at least (five) 5 days prior to the intended leave date**. This advance notice allows sufficient time for the Personnel Administration Section (PAS) to update leave credits and make necessary adjustment.

### 2. Filing of Sick Leave:

In the case of sick leave, employees are required to file their application **immediately upon their return to the office or within seven (7) days whichever is earlier**. Prompt submission is crucial for accurate recording of leave credits and to facilitate any required adjustments.

### 3. Importance of Adhering to Timelines:

Adhering to these timelines is essential for the following reasons:

- Timely Updates to Leave Credits:** The PAS needs sufficient time to update the leave records, particularly Item 7.A Certification of Leave Credits of the Civil Service Form No. 6 or the Application for Leave Form, to reflect the available credits accurately.
- Re-assessment of Leave Applications:** All Applications for Leave shall **be endorsed back** to respective Divisions concerned for **re-assessment**

in case the number of requested exceeds the number of outstanding Vacation Leave (VL) or Sick Leave (SL) credits earned.

- **Impact on GSIS Remittances/ PERA/ Vacation/ Sick Leave Earnings:** Leave Without Pay (LWOP) can significantly impact GSIS remittances. It is imperative to minimize LWOP occurrences to ensure that employees' benefits are not adversely affected.
- **Maintaining Productivity:** Proper planning and timely submission of leave requests help maintain the productivity and efficiency of our workforce, ensuring that our services to the public remain uninterrupted.

Moreover, to ensure the highest level of professionalism and productivity, it is requested that all **applications for leave of absence for Contract of Service (COS)** workers, particularly those for **extended periods**, be thoroughly evaluated in terms of deliverables before endorsing the said request.

All employees are hereby instructed to comply strictly with these guidelines. Non-compliance may result in the return of leave applications and potential delays in leave approval.

Should you have any concerns or issues regarding this memorandum please feel free to contact the HRMDD – PAS via local number 129.

For your cooperation.

Thank you very much.

  
JENNIFER CAMPANG MORALES