



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

16 October 2026

DIVISION MEMORANDUM
NO. 542, s. 2026

REITERATION OF THE OMNIBUS RULES ON LEAVE

To : Assistant Schools District Superintendent
CID & SGOD Chiefs
Section/Unit Heads
OIC-Public Schools District Supervisor and Secondary Lead Principal
Public Elementary and Secondary School Heads
All Other Concerned

1. In compliance to Civil Service Commission Memorandum Circular No. 5, s. 2021 (CSC MC No. 5, s. 2021) on the Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended) and relevant DepEd issuances, if any, all DepEd teaching and non-teaching personnel are reminded to strictly observe the prescribed procedures for filing leave applications.
2. Provided under CSC MC No. 41, s. 1998 are the manners of filing of leaves commonly availed by public employees, as applicable, to wit:

*"Sec. 51. Application for **vacation leave**. – All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form of action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.*

XXX

*Sec. 53. Application for **sick leave**. – All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.*

XXX



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Sec. 55. *Rehabilitation leave for job-related injuries.* – Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty.” (Emphasis supplied)

3. On the other hand, CSC MC No. 5, s. 2021, amending CSC MC No. 41, s. 1998, provides for the manner of filing Maternity and Paternity leave, to wit:

“Sec. 11. Grant of **Maternity Leave.** – xxx The female employee shall give prior notice to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance, whenever possible, specifying the effectivity of the leave. Civil Service (CS) Form No. 6, Revised 2020, shall be used in filing maternity leave application with medical certificate.

XXX

Sec. 19. Grant of **Paternity Leave.** – xxx A married male employee shall be entitled to paternity leave by accomplishing and filing the Application for Leave form (CS Form No. 6, Revised 2020) within reasonable period, e.g., one (1) week, prior to the expected delivery except in cases of miscarriage and abnormal deliveries.” (Emphasis supplied)

4. Further, Civil Service Memorandum Circular No. 01, s. 2026, regarding the Wellness Leave Policy, states that:

“3. Guidelines for Availing of **Wellness Leave**

XXX

a. Wellness Leave may be taken either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days.

XXX

e. The application for WLP shall be filed at least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the officials’ or employees’ return from such leave.” (Emphasis supplied)



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5. Any other leave to be availed of by the DepEd personnel shall be anchored and based on the abovementioned Civil Service issuances.
6. Division Chiefs, Unit Heads, and School heads, and other immediate supervisors shall disseminate this Memorandum, monitor compliance, and ensure the timely submission of leave applications by their respective personnel.
7. The strict and immediate compliance with this Memorandum is desired to ensure adherence to established personnel and administrative procedures.

MGB

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

[Signature]



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