



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

June 6, 2023

DIVISION MEMORANDUM

No. 170, s. 2023

**OMNIBUS GUIDELINES ON THE GRANT OF STUDY LEAVE PRIVILEGE TO
TEACHING AND NON-TEACHING PERSONNEL OF
DEPED NORTHERN SAMAR DIVISION**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
District Heads
Elementary and Secondary School Heads
Unit/Section Heads
Other Concerned

1. This Office hereby adopts the following guidelines for the grant of Study Leave Privilege in the Division of Northern Samar, pursuant to Section 24 of Republic Act 4670, otherwise known as the *Magna Carta for Public School Teachers*, in case of teaching personnel and as mandated by item V of Civil Service Memorandum Circular No. 21, 2004 dated September 14, 2004, *Amendment to Section 68 of CSC MC No. 14, s. 1999 relative to Guidelines on Study Leave*, for non-teaching personnel, respectively.
2. This guidelines shall cover both teaching and non-teaching employees who are applying for the grant of study leave privilege.
3. Applicants are hereby notified of the distinction of such grant of study leave privileges for teaching and non-teaching personnel.
 - 3.1 For teaching personnel, it shall be understood that the application for grant of study leave privilege shall be for a **“graduate study in education or allied courses”**, pursuant to Section 24 of Republic Act 4670.
 - 3.2 For non-teaching personnel, it shall be understood that the application for grant of study leave privilege shall be to **“help them prepare for their bar or board examinations or complete their master’s degree.”**, pursuant to item I, of Civil Service Memorandum Circular No. 21, 2004.
4. For purposes of this guidelines, study leave shall be considered a privilege. Therefore, the grant shall be at the discretion of the head of the agency for those who comply all the eligibility and documentary requirements.
5. To ensure meritocracy and equity each district head shall submit to the Division Office thru the Office of the Administrative Officer, **not later than August 1, 2023, and every August 1, thereafter**, a list of teachers who are



enrolled in master's or doctoral degree programs and are taking-up dissertation and thesis writing, ranked according to the length of service and units earned.

6. For non-teaching personnel, the Administrative Officer II of each district/school, shall prepare the list of employees who have bachelor's degree that requires the passing of the bar or a board licensure examination for a practice of profession, or enrolled in master's or doctoral degree programs and are taking-up dissertation and thesis writing.
7. **Eligibility Requirements for Teachers.** Teachers applying for grant of study leave privilege must possess the following conditional requirements pursuant to the provisions of RA 4670:
 - a. Teachers shall be entitled to apply for study leave not exceeding one (1) school year, provided they have rendered at least seven (7) years in service. If granted, the teachers shall be entitled to at least sixty percent (60%) of their monthly salary, subject to the condition that the teacher takes the regular study load and passes at least seventy-five (75%) per cent of his courses.
 - b. No teacher shall be allowed to accumulate more than one (1) year study leave, if he needs an additional semester to finish his thesis for a graduate study in education or allied courses, said additional study leave, if granted shall be allowed without pay.
 - c. Application for grant of study leave privilege of more than one (1) year shall be forwarded to the Office of the Secretary of Education, for approval.
 - d. The teacher must have at least very satisfactory (VS) performance for the last three (3) rating periods immediately preceding the application;
 - e. The teacher must have no pending administrative and/or criminal charges;
 - f. The teacher must not have any current foreign or local scholarship grant, if the teacher is currently so, the teacher must have fulfilled the service obligation of any previous training/scholarship/study leave grant
 - g. The teacher must have a permanent appointment, and
 - h. The grant of study leave privilege for the teacher must be covered with a contract between the head of agency, if not more than one (1) year or have the approval of the Secretary of Education, if he has accumulated more than one (1) year and/or additional semesters.
8. **Eligibility Requirements for Non-teaching Officials and Employees.** Officials/Employees applying for grant of study leave privilege must possess the following conditional requirements based on Civil Service Memorandum Circular No. 21, 2004:
 - a. Officials/employees who have rendered at least two (2) years in service are eligible to study leave not exceeding six (6) months for those preparing for bar or board examination, not exceeding four (4) months for master's degree course, with pay.

- b. The official/employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for a practice of profession, or master's degree and/or graduate studies.
 - c. The profession or field of study to be pursued must be relevant to the agency's mandate, or to the duties and responsibilities of the concerned official or employee, as determined by the agency head.
 - d. The employee must have rendered at least two (2) years of service with at least very satisfactory (VS) performance for the last two (2) rating periods immediately preceding the application.
 - e. The grant of study leave privilege for the employee must be covered with a contract between the head of agency.
 - f. The employee must have no pending administrative and/or criminal charges;
 - g. The employee must not have any current foreign or local scholarship grant, if the teacher is currently so, the teacher must have fulfilled the service obligation of any previous training/scholarship/study leave grant; and
 - h. The employee must have a permanent appointment. However, an employee with coterminous appointment may be allowed provided they (1) Meet the above conditional requirements, (2) would be able to fulfill the required service obligations, and (3) are not related to the head of agency within the 4th degree of affinity or consanguinity.
9. **Documentary Requirements for the Grant of Study Leave Privilege.** The following are the required documents for the application for grant of study leave privilege teaching and non-teaching personnel of this Division:
- a. Accomplished Application for Leave (CSC Form 6), indicating the period of leave applied.
 - b. Letter of intent, indicating the period of leave applied for, and graduate study in education or allied courses (for teachers), indicating the period of leave applied for, and bachelor's degree that requires the passing of the bar or a board licensure examination for a practice of profession, or master's degree or graduate studies (for non-teaching personnel).
 - c. Endorsement/Certification from the school head, indicating distribution teaching load of applicant, if study leave privilege is granted (for teachers).
 - d. Endorsement/Certification from the Administrative Officer II of district/school, indicating distribution workload of applicant, if study leave privilege is granted (for non-teaching employees).
 - e. Study Leave Agreement, indicating the period of leave applied for, and graduate study in education or allied courses (for teachers), indicating the period of leave applied for, and bachelor's degree that requires the passing of the bar or a board licensure examination for a practice of profession, or

master's degree or graduate studies (for non-teaching personnel), and indicating the equivalent computation of period of service obligation

- f. Certification of No Pending Administrative Case
- g. Duly accomplished Clearance Form (CSC Form 7), School and/or Division Clearance
- h. Medical Certificate, issued by Division Medical Officer or any government physician that applicant is physically fit to work issued prior to application
- i. Updated Service Records, and
- j. Individual Performance and Commitment Form (IPCRF) for the last three (3) rating periods (for teachers), Individual Performance and Commitment Form (IPCRF) for the last two (2) rating periods (for non-teaching personnel).

10. **Prohibition and Refund.** Employee beneficiaries to the study leave privileges who shall fail to take their respective bar or board examinations for which they are granted study leave must inform the Administrative Office, in writing.

Likewise, teacher who shall failed to take the regular study load and failed to pass at least seventy-five (75%) per cent of his courses for which they are granted study leave must inform the Administrative Office, in writing.

They shall refund to the agency all the salaries and benefits received during said study leave.

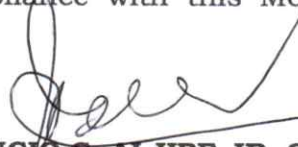
Should the agency determine that cause/s of such failure was within the control of the grantee / beneficiary, he shall be barred from availing of another grant of study leave privilege.

In case of failure to render in full the required service obligation, a refund to the Department of Education shall be made on gross salary, allowances, and other benefits received proportionately to the balances of the service obligation.

11. **Service Obligation.** This Division hereby adopts the following rules in the determination of equivalent service obligations:

Period of Grant	Service Obligation
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years
More than six (6) months to up to one (1) year accumulated – [for teachers only]	Four (4) years
Additional Semester – exceeding one (1) year accumulated – [for teachers only]	At the discretion of the secretary of Education

12. Immediate dissemination and strict compliance with this Memorandum are hereby desired.



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