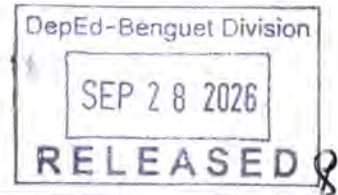




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



24 September 2026

DIVISION MEMORANDUM

No. 396, s. 2026

**REITERATION OF COMPLIANCE TO EXISTING POLICIES AND
GUIDELINES IN VARIOUS PERSONNEL ACTIONS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors /District In-Charges
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office has observed that, notwithstanding repeated reminders and issuances on existing policies and guidelines from the Civil Service Commission, as well as DepEd Orders and Memoranda—particularly those governing personnel actions—field offices have not yet fully complied with these provisions. Such noncompliance may result in the repeated return of submissions and delays in the processing of requests, salary adjustments, and other administrative actions.
2. Delays in the submission of requests for maternity leave, study leave, transfer of station, resignation, retirement, and travel authority may result in staffing constraints, payroll discrepancies, and possible legal or financial disallowances. Consequently, the Administrative Unit and Personnel Section of the division continue to encounter operational challenges arising from the late, incomplete, or improperly submitted personnel actions and requests.
3. To underscore these points, outlined in **Enclosure 1** are significant operational breakdowns and administrative complications encountered by the Administrative Unit and Personnel Section that require immediate and appropriate intervention.
4. In view of the foregoing, this Office, through the Administrative Unit and Personnel Section, hereby consolidates the existing policies, guidelines, and specific instructions governing the preparation, processing, and submission of requests for various personnel actions, found in **Enclosure 2**.
5. For further readings, references and formulation of school reiteration and support mechanisms, the following governing DepEd Orders and Issuances, Civil Service Commission Policies and Regulations and other pertinent excerpts from Republic Acts and promulgated laws are hereby provided.

- **DepEd Memorandum No. 043, s. 2020 & DM No. 054, s. 2020-** Guidelines on Alternative Work Arrangements and Time Attendance Monitoring in the Department of Education.
 - **DepEd Order No. 014, s. 2023-** Policy Guidelines on the Implementation of Alternative Delivery Modes in Public Schools.
 - **CSC Memorandum Circular No. 18, s. 2020-** Amendment to the Revised Interim Guidelines on Alternative Work Arrangements with Support Mechanisms for Government Personnel.
 - **DepEd Order No. 043, s. 202-** Omnibus Travel Guidelines for All Personnel of the Department of Education.
 - **DepEd Order No. 046, s. 2022-** Amendments to DepEd Order No. 043, s. 2022.
 - **DepEd Order No. 001, s. 2023-** Revised Designation of Authority in the Department of Education.
 - **DepEd Order No. 49, d. 2006-** Revised Rules of Procedure of the Department of Education in Administrative Cases.
 - **DepEd Order No. 22, s. 2013-** Revised Guidelines on the Transfer of Teachers from One Station to Another.
 - **DepEd Memorandum No. 17, s. 2018-** Guidelines on the Grant of Study Leave and Permits to Teach for Public School Personnel.
 - **Republic Act No. 9710 (Magna Carta of Women)** Section 18 grants female workers a special leave benefit following surgery caused by gynecological disorders.
 - **CSC Resolution No. 1000432/ CSC Memorandum Circular No. 25, s. 2010-** Provides the operational guidelines, documentary requirements, and procedural rules for government employees applying for the special leave.
- **Rehabilitation Leave (Job-Related Injuries)**
 - CSC- DBM Joint Circular No. 01, s. 2006- Outstanding the rules for the Rehabilitation Privilege- Public personnel who sustain wounds or injuries while in the performance of official duties can avail of up to 6 months of rehabilitation leave with full pay without deduction from their accumulated vacation or sick leave credits.
 - CSC Memorandum Circular No. 41, s. 1998 (Omnibus Rules on Leave, Rule XVI, Sec. 55)- Formally provides for leave of absence on account of job-related wounds or injuries and authorizes payment for medical attendance and hospital fees.
 - **Employee Compensation for Injury and Disability**
 - Presidential Decree No. 626 (as amended)** – The primary law governing the **Employees Compensation Program (ECP)**. It covers work-related sickness, injury, disability or death providing medical benefits, temporary total disability allowances, and rehabilitation services for covered employees.
 - Executive Order No. 54, s. 2018- Increase Employees Compensation (EC) disability pensions and career's allowances for workers in both public and private sectors.
 - **General Leaves of Absence Due to Illness or Non-Work Injury**
 - CSC MC No. 41, s. 1998 (Rule XVI, Sec. 53 & 54)- Regulates standard **Sick Leave** applications. Requires a medical certificate for sick leave exceeding 5 consecutives days. If leave credits are fully exhausted, absences may be charged against vacation leave credits or tagged as Leave Without Pay (LWOP) under Section 56.

6. All School Heads are hereby directed to disseminate this Memorandum to all concerned personnel and ensure the strict observance of the policies, guidelines, and instructions herein provided.

7. Immediate and wide dissemination of this Memorandum is desired.

sgd
CARMEL F. MERIS
OIC-Schools Division Superintendent
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Encl: As stated

OPERATIONAL CHALLENGES and ADMINISTRATIVE COMPLICATIONS

1. Daily Time Record and Individual Log Accomplishment Report

a. Payroll Deactivation/Withholding of Salary. Late DTR submissions trigger the automatic deactivation of an employee's payroll status, forcing payroll unit to withhold salaries to prevent illegal disbursements.

b. COA Audit Exceptions. Submitting DTRs without required attachments (such as the IDLAR during Alternative Delivery Modalities) violates Commission on Audit (COA) rules, leading to **Notice of Suspension or Notice of Disallowances** against certifying officers such as the School Head, Finance Officers and other administrative personnel.

c. Administrative Offenses. Habitual late submission is classified as Violations of Reasonable Office Rules and Regulations or Simply Neglect of Duty under CSC rules, exposing personnel to reprimand, suspension, or administrative charges.

2. Leave Applications and Return to Duty

a. Classroom/Operational Bottlenecks. Under existing rules, an official Substitute Teacher or temporary replacement can only be processed and deployed once the regular and recommended by the School Head. Late filing of maternity or extended sick leave prevents School Heads from assigning substitute teachers or personnel on distributing workloads, directly disrupting instruction and operation. The appointment and salary processing of the substitute teacher rely directly on the approved maternity leave documents of the substitute teacher. Late filing directly delays the substitute teacher's salary, creating work rendered grievances and administrative delays.

b. Miscalculation of Service Credits and Proportional Vacation Pay (PVP). For teaching personnel whose maternity leave falls partly or wholly during long school breaks (summer / Christmas break), late filings complicate the dual computation of Maternity Leave Benefits and Proportional Vacation Pay (PVP) authorized under CSC and DepEd rules.

c. Disruption of Instructional Continuity and Delivery Services. Delayed leave applications prevent early lesson turnover and turn-over of class records, leading to gaps in student assessment, grading, and curriculum delivery. For school personnel, sudden leave of absences without prior notice may result to delays to responding to various requests, submission of reports and data on time, and other administrative compliances.

d. Unauthorized Absences (AWOL). Unapproved or late-filed leaves default to unauthorized absences. Accumulating 30 consecutive calendar days of unauthorized absences results in being **Dropped from the Rolls (DFR)** without need for a formal disciplinary case under CSC rules.

e. Salary Overpayments. Unnotified returns from unpaid leaves cause payroll errors, requiring HR to process forced salary deductions or manual refunds.

f. Cancellation of Leave. Failing to properly report, cancel, or extend leaves results in unauthorized absences (AWOL), payroll deductions, and administrative liabilities.

g. Health and Liability Exposures (Premature Return Without Clearance). Resuming duty without an official Notice of Return to Duty and an approved **Fit-to-Work Medical Certificate** exposes the agency to legal and health-related liabilities. If the employee suffers medical complications or work injury without medical clearance, it invalidates insurance and safety protocols.

3. Travel Authority (Local and Foreign)

a. Disallowance of Travel Claims. Traveling without an approved Travel Authority prevents the liquidation of travel expenses and results in the personal liability of the traveler for all incurred costs.

b. Government Protection and Benefits. Travel undertaken without authorization invalidates agency support, government insurance coverage, and official benefits in the event of an emergency, accident, or legal dispute overseas. Likewise, Bureau of Immigration officers strictly require government employees to present an approved DepEd Travel Authority alongside their passport and visa.

c. Unauthorized Absence/ AWOL. Leaving one's station for personal foreign travel without an approved Travel Authority invalidates any applied leave, treating the trip as an illegal absence. Failure to obtain travel authority is a direct violation of reasonable office rules under Civil Service Commission (CSC) policies and DepEd travel guidelines (*such as DepEd Order No. 43, s.2014 / DO No. 043, s. 2022*). First -time offenses typically carry a penalty ranging from a formal reprimand to 30 days of suspension.

d. Disruption Of Instructional Time. Uncoordinated foreign travel during active school days violates DepEd rules on learning continuity, depriving students of essential class contact hours.

4. Permit to Teach

a. Conflicts of Interest and Moonlighting. Engaging in part-time teaching, private practice, or moonlighting without written authority violates the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A 6713), CSC rules, and DepEd guidelines. Violation of reasonable office rules may lead to suspension, or termination with forfeiture of retirement benefits. Teaching or offering professional services that create a direct conflict of interest to official duties and to the agency is subject to administrative and criminal liability under *Anti-Graft Violations* (R.A 3019 and R.A 6713). This also includes holding administrative, managerial, or supervisory positions in private higher education institutions or companies.

5. Salary Adjustment and Step Increments

a. Delayed Benefit Processing. Late submission of NOSA (Notice of Salary Adjustment) or NOSI (Notice of Step Increment) supporting documents delays the release of differential pay and adjusted monthly salaries.

b. Backlog in HR Management. Processing manual retro-adjustments creates a bottleneck in Division payroll units, delaying financial transactions across entire districts.

6. Resignation, Retirement, and Transfer of Stations

a. Verification and Time Tracking. Difficulty verifying actual hours rendered outside regular school hours such as during seminar workshop, sports program including remote, field, or community-based work (e.g., home visits, remedial sessions).

b. Documentary Bottlenecks. Delays in school-level collation or missing attachments (DTRs, SF7 adjustments) leading to missed 1 month submission deadlines.

c. Budget vs. Overload Disputes. Distinguishing whether an activity or teaching overload should be paid via honoraria, overtime pay or compensated via VSC, particularly when local funds are uncertain.

d. Calculation Complexities. Human Resources/Personnel Units face heavier administrative workloads calculating fractional conversion rates (1.25x vs 1.5x) and adjusting PVP leave cards accurately across large divisions.

e. Reassignment Conflicts. Issues arising when teachers are temporarily assigned non-teaching duties, as non-teaching personnel operate on a Vacation and Sick Leave (VSL) basis rather than VSC.

SPECIFIC GUIDELINES, TIMELINES and LEGAL BASIS

1. Submission of Daily Time Record and CS Form 6. When face-to-face classes are suspended and schools transition to Alternative Delivery Modalities (ADM) or Alternative Work Arrangements (AWA), the Civil Service Commission (CSC) and Department of Education (DepEd) mandate strict compliance regarding timekeeping and output validation.

Policy Mandate and Requirements

a. Timekeeping via Civil Service Form 48 (Daily Time Record- DTR)

Mandatory Submission. Every employee (teaching and non-teaching) must submit a duly accomplished, certified, and signed Daily Time Record (CSC Form 48) every 5th day of the ensuing month.

Recording Time. Actual time-in and time-out during ADM/remote workdays must reflect regular working hours *(8 hours per day, equivalent to 40 hours per week for non-teaching and teaching related personnel while 6 hours per day, equivalent to regular teaching loads per week for teaching personnel)*

Validation. Under DepEd and CSC guidelines, failure to attach supporting documents *(such as the Individual Daily Log and Accomplishment Report)* results in the non-verification of the DTR. Likewise, no record of time log and accomplishment shall mean that no work has been rendered and performed for the day, automatically subjecting the employee to an absence or leave deduction.

b. Mandatory Attachment: Individual Daily Log and Accomplishment Report (IDLAR)

Output Verification. During suspension of face-to-face classes, actual physical attendance cannot be captured by standard biometrics or physical logbooks. Therefore, the **IDLAR** (or Individual Workweek Accomplishment Report) serves as the legal proof of service rendered off-site.

Required Log Details

Actual Time Log. Daily check-in/time-in and check-out/time-out via agreed communication channels (e.g., group chats, SMS, official DepEd email, online forms) with the immediate supervisor or School Head.

Actual Accomplishments. Specific daily tasks completed during ADM implementation and/ or Work-from-Home Arrangements may be assigned and accomplished such as listed below:

For Teachers:

- Distribution or retrieval of Self-Learning Modules (SLMS) or learning activity sheets (LAS).
- Development of digital learning materials or online class facilitation.

- Learner monitoring via calls, SMS, or social media messaging platforms.
- Parent-teacher consultations and module assessment/grading.
- Attendance in virtual LAC sessions or webinars.
- Or as may be instructed by the School or Department Head.

For Non-Teaching Personnel:

- Preparing administrative reports, verifying submitted personnel documents (Form 137, 201 files, leave applications, or handle virtual client queries via email or official social media channels).
- Monitoring school status through constant communication with the school assigned security guards.
- Processing electronic communications, draft, review, and encode incoming/outgoing school communications and endorsements.
- Updating online school databases (e.g. Disaster Risk Reduction updates, Learner Information System (LIS/BEIS, or digital teaching personnel records such as service card or leave card).
- Organizing digital file archives, consolidating department submissions, or attending scheduled virtual coordination meetings.
- Encoding and reconciling finance transactions (MOOE expenditures, payroll adjustments, petty cash vouchers) or draft Purchase Requests (PR) and BAC documents.
- Conducting cross-check supplier invoices, online verification or property/inventory records, or audit liquidation documents submitted by the School Head, Department Head or Teachers.
- Coordinating virtually with Division Office Finance units, bank portals, or suppliers regarding disbursement schedules and billing statement.
- Checking system health, monitoring school server uptime, and verify official DepEd email account access for faculty and staff.
- Resolving remote technical support tickets (password resets, LIS access issues, portal troubleshooting) and update school website or official communications.
- Performing digital database backup, audit ICT inventory logs, or develop digital materials/forms for school operations.
- Conduct virtual orientation or troubleshooting sessions for teachers needing assistance with DepEd online platforms.

May be applicable to teachers officially designated as School ICT Coordinator

c. Verification, Approval, and Signatures

Verification. The immediate supervisor or School Head must review, verify, and sign the IDLAR prior to approving the employee's DTR.

Supporting MOVs. Where applicable, School Heads may require attachments of Means or Verification (MOVs), such as class logs, lesson plans/DLLs tailored for ADM, or learner monitoring sheets.

Note: When submitting E-Form 7 for personnel on extended leave- such as maternity, sick, vacation, or forced leave-school administrative staff must attach a copy of the approved Special Order or copy of Form 65, for HR reference.

Legal Bases: DepEd Memorandum No. 043, s. 2020 and DM No. 054, s. 2020- *Guidelines on Alternative Work Arrangements and Time Attendance Monitoring in the Department of Education.*

DepEd Order No. 014, s. 2023- *Policy Guidelines on the Implementation of Alternative Delivery Modes in Public Schools.*

CSC Memorandum Circular No. 18, s. 2020- *Amendment to the Revised Intern Guidelines on Alternative Work Arrangements with Support Mechanism for Government Personnel.*

2. Maternity Leave and Return to Duty

a. Policy and Timelines. Female employees are entitled to 105 days of fully paid maternity leave (with an optional 30-day unpaid extension) under *Republic Act No. 11210*. Notice must be submitted to the agency at least **30 days** in advance, except emergency cases. Upon completion, a formal Notice of Return to Duty accompanied by a Fit-to-Work Medical Certificate must be submitted immediately before resuming duties.

Legal Basis: RA 11210 (105-Day Expanded Maternity Leave Law); CSC MC No. 05, s. 2021 (Amendments to the Omnibus Rules on Leave).

3. Filing, Cancellation, and Recall of Leaves

a. Vacation Leave/Special Privilege Leave. Must be filed at least 5 days in advance (or 1 week prior for SPL). (*Applicable to Non-Teaching and Teaching Related Personnel*).

b. Sick Leave. Must be filed immediately upon return. Absences exceeding (5) consecutive days require a signed medical certificate.

c. Cancellation and Recall. If an approved leave is cancelled or an employee is recalled in the exigency of the service, formal written notice approved by the Head Office is required to restore leave credits.

Legal Basis: CSC MC No. 41, s. 1998 (Omnibus Rule on Leave, Rule XVI of EO 292).

4. Study Leave and other pertinent Regulations

a. Study Leave. Eligibility permanent teachers with at least 7 years of continuous service may avail of up to 6 months to 1 year of study leave with pay to complete a degree or prepare for board exams. Applications must be submitted at least **30 days** prior to the start of the semester.

Pertinent Condition in availing study leave.

Under the Civil Service Commission (CSC) Omnibus Rules on Leave (CSC MC No. 05, s. 2021), under Philippine Civil Service rules (specifically CSC Resolution No. 080096/MC No. 21, s. 2024 on the guidelines for Study Leave, alongside CSC MC NO. 5, s. 2021 on the Omnibus Rules on Leave), a government employee cannot simultaneously avail of two leaves at the same time.

Prohibition on Concurrent Leaves

Single Leave Availment Rule. Teaching and non-teaching personnel are strictly prohibited from enjoying two leaves statuses (e.g., active study leave with pay and maternity leave with pay) at any given moment.

Interruption of Study Leave for Maternity Leave

Suspension of Study Leave. When a female employee who is currently on an approved study leave becomes eligible for and claims maternity leave, her leave is suspended or interrupted for the exact duration of her approved maternity leave. During that period, her status shifts entirely from *study leave* to *maternity leave*.

Resumption. Upon completion of the maternity leave period, her study leave status and schedule resumes for any remaining approved period, subject to agency approval and school calendar requirements.

Service Obligation Requirements. The completion or availment of a study leave requires the employee to fulfill a mandatory service obligation to the agency, based on the total period of study leave granted.

Study Leave Duration	Mandatory Service Obligation
Up to 1 month	6 months
2 to 3 months	1 year
4 to 6 months	2 years

The period during which the employee is on maternity leave does not count toward serving the required service obligation of the study leave. Once the employee returns to full regular work duties after completing both leaves (or finishing the study program), the count for fulfilling the contractual service obligation officially commences or resumes.

If the employee fails or refuses to render the required service obligation upon completion of her studies or return to work, she must refund all salaries, allowances, and benefits received during the study leave period on a pro-rata basis.

Legal Basis: CSC Memorandum Circular No. 14, s. 1999, CSC Memorandum Circular No. 21, s. 2024 Amendment, Rule XVI, Section 68 of the Omnibus Rules on Leave (CSC MC No. 41, s. 1998) and Republic Act No. 4670 (Magna Carta for Public School Teachers) Section 24.

b. Permit to Teach. Personnel taking outside teaching assignments must secure prior written permission from the Schools Division Superintendent before enrolling or accepting an external teaching load (maximum of 12 units) for teaching positions.

Legal Basis: RA 4670 (Magna Carta for Public School Teachers, Section 24 & 25); DepEd Memorandum No. 17, s. 2018), Rule XVII, Section 12 of the Revised Civil Service Rules, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), CSC Memorandum Circular No. 17, s. 1986 and Omnibus Rules on Leave. DepEd Order No. 65, s. 1985/BPS Circular No. 17, s. 1960 and CSC Memorandum Circular No. 5, s. 1966 & DepEd Order No. 8, s. 2021.

c. Teaching Overload. 1 hour or uncompensated teaching overload = 1.25 hours of VSC.

3. Conduct of Eligible Activities

Eligible: Remedial/ enhancement classes; early school opening tasks (Brigada Eskwela, enrollment, Oplan Balik Eskwela); sports competitions; youth formation/scouting on non-school days; election/calamity duties (evacuation management); off-hour parent conferences/ home visits; teaching overload (when uncompensated by honoraria); authorized workshops/ trainings on weekends/vacations.

Ineligible: Fully funded In-Service Training (INSET) during work hours; routine administrative/ancillary tasks conducted within regular hours; travel time; personal/government-funded research; activities already paid via honoraria or overtime pay.

4. Timeline of Submission

a. Prior Authority. Request for activity approval and VSC grant must be initiated and endorsed prior to conducting the activity.

b. Post-Activity Submission. School heads through the Program Coordinator/ School Administrative Personnel must consolidate and submit the complete request package to the Schools Division Office (SDO) within **one (1) month** following the completion of the activity.

5. Documentary Requirements

a. Written request/ authority to conduct the activity approved by the Schools Division Superintendent (SDS) or Regional Director.

b. Duly signed Daily Time Record (DTR) / Form 48 or Certificate of Appearance.

c. Accomplishment Report summarizing outputs / activities.

d. School Form 7 (SF7) and Certification Teaching Overload/Insufficiency of Funds (for overload VSC claims).

e. Approved Designation/ Assignment Memorandum (if applicable).

f. Justification Letter for Late Filing, if submitted after the 30 days submission period.

g. Summary List of Teachers Requesting Service Credits.

Legal Basis: *Republic Act No. 4670 (Magna Carta for Public School Teachers)*. Guarantees teachers rights regarding work hours, compensation, and special leaves or allowances. *Letter of Instructions No. 1509 (1986)*: Governs the entitlement and leave benefits for public school teachers.

Civil Service Commissions (CSC) Omnibus Rules on Leave: Establishes overarching leave rules and the framework for proportional vacation pay (PVP) and service credits. DepEd Order No. 013, s. 2024: Updates and supersedes earlier issuances (such as DepEd Order No. 53, s. 2003) to realign VSC rules with modern learning delivery, teaching overloads, and flexible work contexts.

5. Resignation and Retirement Timelines

a. **Resignation.** Written notice must be submitted at least 30 calendar days prior to the intended effectivity date to allow the office to reassign personnel and process clearances. Resignation takes effect only upon formal acceptance by the appointing authority.

b. **Retirement.** Applications for optional or compulsory retirement, along with required clearances, should be submitted **120 to 180 days** before the retirement date to ensure timely release of GSIS benefits and terminal leave pay.

Legal Basis: Rule X, CSC MC No. 40, s. 1998; Republic Act No. 8291 (GSIS Act of 1997).

6. Transfer of Station (Within or Outside the Division)

a. **Policy and Timelines.** Transfer must be supported by a formal request, endorsement from receiving and releasing stations, clearance from accountabilities, and approval from the Schools Division Superintendent or Regional Director. Requests within the Division must follow the **annual transfer window before the start of a school year to avoid disrupting class schedules**. All applications for external transfer shall be submitted to the Human Resources Unit ten (10) days before the effective date. To ensure orderly processing, personnel shall not compel HR Staff to expedite transfer documents nor hand -carry the same to the Regional Office or the receiving Division.

Legal Basis: RA 4670, Section 6; DepEd Order No. 22, s. 2013 (Revised Guidelines on the Transfer of Teachers from One Station to Another).

7. Travel Authority (Within or Outside the Division/Foreign Travel)

Travel Authority is a written permit issued by the designated approving officials authorizing an employee to travel for official business or personal reasons abroad.

a. Timelines for Submission.

Personal Foreign Travel. Requests must be endorsed by the School Head/Supervisor and received at the Division Office at least **20 days prior to departure**, and at the Regional Office at least **10 days prior to departure** (or 10 days at Central Office if requiring CO approval).

Official Travel. Travel requests must be submitted well in advance alongside an approved Activity Request, Work and Financial Plan (WFP), and written justification explaining why the trip cannot be performed virtually.

b. **Travel Abroad Restrictions for Teaching Personnel.** Personal foreign travel for teaching personnel shall strictly be allowed **only during official class breaks or Christmas break** to protect instructional time and learning continuity. Travel during active school days is strictly prohibited unless authorized under exceptional circumstances **by the Secretary**.

c. **Travel Within School Division/Local Official Movement.** Short-duration movements or day trips within the Schools Division or local stations require an approved **Locator Slip and Certificate of Appearance** to serve as temporary travel authority.

Legal Basis: DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education) and DepEd Order No. 046, s. 2022.

8. Rehabilitation Leave

Under Civil Service regulations, government personnel who sustain injuries or illness directly linked to the performance of their official duties are entitled to special leaves. Also, *Republic Act No. 8291 (GSIS Act of 1997)*, the Temporary Total Disability (PTD) benefits, as well as Disability Retirement governs and details the monetary compensation, pensions, and medical separation options available when an employee can no longer perform their duties due to health reasons. An employee who suffers a job-related injury, wounds, or severe, disabling illness sustained while performing official duties shall be granted of up to six months of leave with full payment and benefits. The application must be filed within **one (1) week of the accident** duly accompanied by medical reports and official incident/police reports including other documentary requirements for sick leave.

9. Magna Carta for Women

Under *Republic Act No. 9710*, all government female employees who have rendered at least six (6) months of aggregate services within the last 12 (twelve) months prior to the surgery due to **gynecological conditions** involving female reproductive system (*such as the uterus, ovaries, fallopian tubes, cervix, vagina, pelvic floor, and breasts*) are granted fourteen **(14)** days (for minor surgeries) up to two **(2)** months (for major surgeries). Such leave is specifically tied to actual recuperation after a surgical procedure. It shall be granted in addition to existing vacation and sick leave credits and shall not be deducted from the employee's earned leave credits and balances.

10. Vacation Service Credits

1. Entitlement Limits

a. Incumbent Teachers. Eligible to earn up to **30 days** of VSC per calendar year (an increase from the previous 15-day cap).

b. Newly Hired

b.1. Hired within 4 months from the start of classes: Up to **30 days** per year.

b.2. Hired after 4 months (late appointments): Entitled to up to **45 days** for their initial year to help offset PVP deductions during vacation periods.

2. Computation Rates

a. Regular Workdays (Beyond hours/Overload). 1 hour of rendered eligible service = **1.25 hours** of VSC.

b. Non-Workdays (Weekends, Holidays, Christmas/Summer Vacation).

1 hour of rendered eligible service = **1.5 hours** of VSC (e.g., 8 hours = 12 hours or 1.5 days of credit).