



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**RELEASED**

Date/Initial: 1/2/25  
DepEd, Division of Pagadian City

January 2, 2025

**Division Memorandum**

No. 01, s. 2024

**OMNIBUS GUIDELINES ON THE GRANT OF STUDY LEAVE PRIVILEGE TO TEACHING, TEACHING-RELATED, AND NON-TEACHING PERSONNEL OF DEPED PAGADIAN CITY DIVISION**

**To:** Assistant Schools Division Superintendent  
All Personnel

1. DepEd Pagadian City Division issues herein enclosed **Omnibus Guidelines on the Grant of Study Leave Privilege to Teaching, Teaching-Related, and Non-Teaching Personnel** to:
  - a. Establish an efficient system in the assessment of study leave applications;
  - b. Ensure equitable grant of the privilege to qualified personnel;
  - c. Facilitate human resource development without hindering office and school operations and program implementations.
2. All Division memoranda, rules, and regulations inconsistent with this issuance are deemed repealed, rescinded, or modified accordingly.
3. This Memorandum takes effect immediately upon approval.
4. Immediate dissemination of and strict compliance with this Order is directed.

**DANNY B. CORDOVA, EdD., CESO V**  
Schools Division Superintendent

Encls.: As stated

References:

R.A. 4670

CSC MC No. 21, s. 2024



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**OMNIBUS GUIDELINES ON THE GRANT OF STUDY LEAVE PRIVILEGE TO TEACHING, TEACHING-RELATED, AND NON-TEACHING PERSONNEL OF DEPED PAGADIAN CITY DIVISION**

1. This Office hereby adopts the following guidelines for the grant of Study Leave Privilege in the Division of Pagadian City in compliance with Section 24 of Republic Act 4670, otherwise known as the *Magna Carta for Public School Teachers*, in case of teaching and teaching-related 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 Memorandum No. 14, S. 1999 relative to Guidelines on Study Leave*, for non-teaching personnel, respectively.
2. For this policy, study leave shall be considered a privilege. Therefore, the grant shall be at the discretion of the head of the agency for those who are compliant with all the eligibility and documentary requirements.
3. Three (3) categories shall be governed under this policy namely; teaching, teaching-related, and non-teaching personnel. One (1) in each category shall be granted the privilege annually.
4. Per existing issuances, the distinction of grant of study leave privileges shall be:
  - 4.1. For teaching and teaching-related 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.
  - 4.2. 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, s. 2004.
  - 4.3. Teaching and teaching-related personnel whose application is for the bar or board examination may only be considered for the study leave privilege when there are no applicants for graduate study in education or allied courses.





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5. Applicants must submit a letter of intent to avail of study leave stating therein his/her possible substitute when she is on study leave with the conformity of the immediate supervisor. The letter of intent shall be addressed to the Schools Division Superintendent and the same shall be forwarded to the Division Study Leave Grant Committee for verification, screening and interview, if necessary, after which, the findings and recommendations of the Committee will be submitted to the Schools Division Superintendent for approval or disapproval.
6. Letter of intent must be submitted not later than three (3) months before the start of the leave of absence, or on or before the 5<sup>th</sup> of January, whichever is applicable. In case of selection, all documentary requirements must be submitted to the Division Office within two (2) weeks. Failure to do so shall be deemed a waiver and the privilege shall be granted to another applicant.
7. **Eligibility Requirements for Teaching and Teaching-Related Personnel.** Applicants must possess the following conditional requirements in accordance with 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%) percent of the courses taken;
  - b. No teacher shall be allowed to accumulate more than one (1) year study leave. If an additional semester is needed to finish the thesis for a graduate study in education or allied courses, said added 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;



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- 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 privilege for the teacher must be covered with a contract between the head of the agency, if not more than one (1) year, or have the approval of the Secretary of Education, if it is more than one (1) year and/or additional semester.
8. **Eligibility Requirements for Non-Teaching Personnel.** Personnel applying for a grant of study leave privilege must possess the following requirements based on Civil Service Memorandum Circular No. 21, 2004;
- a. Non-teaching personnel must have rendered at least two (2) years in service to be eligible for a study leave privilege not exceeding six (6) months to prepare for bar or board examination, and not exceeding four (4) months for a master's degree course, with pay;
  - b. The personnel must have a bachelor's degree that requires the passing of the bar or a board licensure examination for practice of the profession, or a 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 personnel, as determined by the agency head;
  - d. The employee must have 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 by a contract between the head of the 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 so, the employee must have fulfilled the service obligation of any previous training/scholarship/study leave grant; and



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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 the agency within the 4<sup>th</sup> 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 a grant of study leave privilege to teaching, teaching-related, 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), and bachelor's degree that requires the passing of the bar or a board of licensure examination for the practice of profession, or master's degree or graduate studies (for non-teaching personnel);
- c. Endorsement/Certification from the school head or immediate supervisor, indicating the distribution of teaching load of the applicant, if study leave privilege is granted (for teachers);
- d. Endorsement/Certification from the Administrative Officer II of District/School or Immediate Supervisor in the Schools Division Office, indicating the distribution of workload of the applicant, if study leave privilege is granted (for teaching-related and non-teaching personnel);
- e. Study Leave Agreement, indicating the period of leave applied for, and graduate study in education or allied courses (for teachers, 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 the period of service obligation;
- f. Accomplished CSC Form 212
- g. Copy of Transcript of Records (Graduate and Undergraduate)
- h. Certificate of No Pending Case;





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- i. Duly Accomplished Clearance Form (CSC Form 7), School, and/or Division Clearance;
  - j. Medical Certificate, issued by the Division Medical Officer or any government physician that applicant is physically fit to work;
  - k. Updated Service Records; and
  - l. Individual Performance and Commitment Form (IPCRF) for the last three (3) rating periods (for teachers), or for the last (2) rating periods (for non-teaching personnel).
10. **Prohibition and Refund.** Employee beneficiaries of the study leave privilege who shall fail to take their respective bar or board examinations for which they are granted study leave must inform the Division Study Leave Grant Committee in writing. Likewise, the teacher who fails to take the regular study load and is unable to pass at least seventy-five percent (75%) of courses taken for which they are granted study leave must also inform the Division Study Leave Grant Committee in writing.

They shall refund the agency all the salaries and benefits received during said study leave. Should the agency determine that the 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 on account of voluntary, optional retirement, expiration of term of appointment for coterminous employees, separation from the service through one's fault, or such other circumstances within the control of the personnel, 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. The formula below shall be used in the computation of the refund:

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

Where: R - Refund  
TCR - Total Compensation Received  
SOS - Service Obligation Served  
SOR - Service Obligation Required





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

<b>Period of Grant</b>	<b>Service Obligation</b>
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 one (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. For non-teaching personnel, no extension shall be allowed if the personnel will avail of the maximum period of leave allowed as stated above. Any extension for leave of absence must be filed against their vacation leave credits.

13. At the end of the study leave, the grantee must submit documentary proof to the Division Study Leave Grant Committee that the leave was duly utilized by presenting copies of grades, enrollment slips, examination application, examination result, and/or any other evidence proving compliance with the terms and conditions of the study leave privilege.

