



Republic of the Philippines
 NATIONAL POLICE COMMISSION
 NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
 OFFICE OF THE CHIEF, PNP
 Camp Crame, Quezon City

02 FEB 2017


PNP MEMORANDUM CIRCULAR
 NO. 2017- 008

COMPREHENSIVE PNP POLICIES AND GUIDELINES ON LEAVE

1. REFERENCES:


- a. Presidential Decree No. 1083 "Code of Muslim Personal Laws";
- b. Revised Rules on Administrative Cases in the Civil Service (RRACCS);
- c. Rule XVI, Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws;
- d. Civil Service Commission (CSC) No. 41, s. 1998, Subject: "Amendment to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292)";
- e. CSC Resolution No. 000227 dated January 26, 2000, Subject: "Muslim Holidays, Query";
- f. CSC Resolution No. 000765 dated March 24, 2000, Re: "Maternity Leave Benefits Under Republic Act No. 8552 (Domestic Adoption Act of 1998)";
- g. CSC MC No. 8 dated March 22, 2004, Subject: "Guidelines on the Grant of Parental Leave to Solo Parents";
- h. CSC Resolution No. 051206 dated August 26, 2005 Subject: "Guidelines on the Availment of the Ten-Day Leave Under R.A. No. 9262 (Anti-Violence Against Women and Their Children Act of 2004)";
- i. CSC DBM Joint Circular No. 01, s. 2006 dated April 27, 2006, Subject: "Guidelines for Availing of the Rehabilitation Privilege";
- j. CSC MC No. 15, s. 2006 dated July 28, 2006, Subject: "Guidelines on the Availment of the Ten-Day Leave Under R.A. No. 9262 (Anti-Violence Against Women and Their Children Act of 2004)";
- k. CSC MC No. 25 s. 2010 with subject: "Guidelines on the Availment of the Special Leave Benefits for Women Under R. A. No. 9710 (An Act Providing for the Magna Carta of Women)";
- l. CSC MC No. 2, s. 2012 dated February 16, 2012, Subject: "Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters";
- m. NAPOLCOM Memorandum Circular (MC) No. 95-025 dated December 8, 1995, dated "Prescribing the Policies and Procedures Governing the Official Foreign Travels of Uniformed Personnel of the PNP";

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- n. NAPOLCOM MC No. 96-012 dated October 17, 1996 subject: "Prescribing Additional Guidelines on Official Foreign Travels of Uniformed Personnel of the Philippine National Police";
- o. NAPOLCOM Resolution No. 99-036 dated March 9, 1999, Subject: "Limiting to Thirty (30) Days the Grant of Vacation Leave for PNP Uniformed Personnel";
- p. NAPOLCOM MC No. 2006-001 subject: "Amending Section 6 (a) of Memorandum Circular No. 93-024, entitled "Guidelines in the Application of Penalties in Police Administrative Cases", By Removing As An Administrative Disability Inherent in the Penalty of Dismissal from the Service, the Forfeiture of Leave Credits;
- q. NAPOLCOM MC No. 2006-003, Subject: "Further Amending Memorandum Circular No. 93-018 entitled "Prescribing the Authorized Decorations, Service Medals, Ribbons and Badges of the Philippine National Police"
- r. NAPOLCOM Resolution No. 2009-420 Subject: "Enjoining the Directorate for Personnel and Records Management of the Philippine National Police not to Deduct from the Accumulated Leave Credits of Police Personnel the Period of Absence Due to an Illness which Cause His/Her Total Permanent Disability Retirement";
- s. NAPOLCOM MC No. 2010-004 Amending Section 24 of Memorandum Circular No. 93-018 subject: "Prescribing The Authorized Decorations, Service Medals, Ribbons and Badges of the Philippine National Police";
- t. NAPOLCOM Resolution No. 2010-090, subject: "Confirming Philippine National Police Circular No. 2008-018 entitled 'Prescribing The Policies, Guidelines and Procedures on Foreign Travel of PNP Personnel, Amending PNP Memorandum Circular No. 2002-017 dated November 16, 2002, entitled: Foreign Travel'"
- u. NAPOLCOM MC No. 2012-002 dated December 3, 2012, Subject: "Prescribing the Authorized Awards to be Conferred to Non-Uniformed Personnel of the Philippine National Police";
- v. GHQ, PNP Implementing Guidelines for Leave of Absence dated May 24, 1994;
- w. PNP MC No. 99-002 dated January 29, 1999, subject: "Revised Quantified Criteria for Selection of PNP Personnel for Foreign Training/Travel";
- x. PNP Circular No. 2000-005, subject: "Guidelines And Procedures in the Grant of Study Leave on Official Time and Financial Assistance for the PNP Personnel for Purposes of Taking Review Classes For Bar Examinations";
- y. PNP Circular No. 2002-009 dated May 21, 2002, subject: "Revised Guidelines in the Filing of Leave for all PNP Personnel";
- z. PNP Circular No. 2007-009 dated September 4, 2007, subject: "Guidelines in the Conversion of PNP Medals to Service Credit and its Utilization as Service Leave";
- aa. PNP Circular No. 2010-003 dated February 6, 2010, subject: "Guidelines and Procedures in Availing Rehabilitation Privileges for Non-Uniformed Personnel (NUP)"; and

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bb. NAPOLCOM MC No. 2016-002, dated March 07, 2016, entitled "Revised Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police."

2. SCOPE/COVERAGE:

This MC sets out the guidelines and procedures in the entitlement and availment of the different leaves granted to personnel of the Philippine National Police under existing laws, rules and regulations.


3. OBJECTIVES:

- a. To establish a system for the application for leave of absence of all PNP personnel; and
- b. To establish implementing rules and regulations on leave administration applicable for all PNP personnel.

4. DEFINITION OF TERMS:

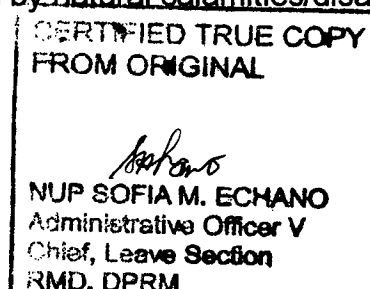
- a. **Accumulated Service Credits** - refer to the total or running balance of unused service credits excluding service leave credits.
- b. **Actual Services** - refer to the period of continuous active service since the appointment of PNP personnel including the period or periods covered by any previously approved leave with pay.
- c. **AWOL** - refers to the absence without official leave.
- d. **Children** - refer to those living with and dependent upon the parent for support. They may be unmarried, unemployed, not more than 18 years of age, or even over 18 years but are incapable of self-support because of mental and/or physical defect/disability.
- e. **Commutation of Leave Credits** - refers to the conversion of unused leave credits to their corresponding money value.
- f. **Conferment** - refers to the giving or issuing of award/s.
- g. **Confirmation** - refers to validation, authentication or conversion to service credits of awards conferred.
- h. **Cumulation of Leave Credits** - refers to incremental acquisition of leave credits by PNP personnel.
- i. **Detail Service** - refers to the temporary movement from mother unit/office/department/agency to another which does not involve a reduction of rank status or salary of detailed PNP personnel.
- i. **Family** - refers to the solo parent and his/her child/children; provided, however, that the family member referred to in Section 3, paragraph (a) (10) of RA No. 8972 No. and Article III, Section 6, paragraph (b) (10) of the IRR shall include any relative by consanguinity up to the fourth degree. These persons shall include, but are not limited to, any uncle, aunt, grandfather, grandmother, niece, nephew, or cousin.
- j. **Immediate Family** - refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof and dependent upon the

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employee for support (Amended by CSC MC 6, s. 1999).

- k. **Leave of Absence** - refers to the right granted to personnel not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292).
- l. **Maternity Leave** - refers to the leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.
- m. **Natural Calamity** - refers to a commonly declared natural calamity/disaster which may include, but not limited to, earthquakes, flooding, volcanic eruption, and landslide that have profound environment effect and/or human loss and frequently cause financial loss.
- n. **Official Time** - refers when a personnel is allowed to attend review classes during office hours or working days on a full-time basis free from all duties and responsibilities, yet entitled to all benefits (i.e. salary, allowances, incentives), and whose leave shall not be deducted from his/her leave credits.
- o. **Parental Leave** - refers to the leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required.
- p. **Paternity Leave** - refers to the privilege granted to a married male employee allowing him not to report for work for seven days while continuing to earn the compensation on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during, and after childbirth as the case may be and assist in caring for his new-born child.
- q. **PNP Personnel** - refer to the Uniformed and Non-Uniformed members of PNP.
- r. **Rehabilitation Privilege** - refers to the leave granted to officials and employees for maximum period of six months on accounts of wounds and/or injuries sustained while in the performance of duties.
- s. **Service Credit** - refers to the number of days earned by the recipient based on the PNP medals conferred with corresponding confirmation order as provided by this MC.
- t. **Service Leave** - refers to the enjoyment of leave credit earned from awards given to PNP personnel and confirmed as provided by this MC.
- u. **Sick Leave** - refers to the leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family.
- v. **Solo Parent** - refers to any individual in the government service who falls under any of the categories under Para III of CSC MC No. 8 s. 2004.
- w. **Special Emergency Calamity Leave** - refers to the special leave privilege granted to government "employee affected by natural calamities/disasters" for a maximum of five days.



- x. **Special Privilege Leave** - refers to the leave of absence which personnel may avail for a maximum of three days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.
- y. **Study Leave** - refers to a time-off from work not exceeding six months with pay for qualified PNP personnel to help them prepare for their bar or board examination.
- z. **Terminal Leave** - refers to the money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.
- aa. **Vacation Leave** - refers to the leave of absence granted to personnel for personal reasons, the approval of which is contingent upon the necessity of the service.

5. GENERAL GUIDELINES:

a. Vacation and Sick Leave

- 1) PNP personnel, whether permanent or temporary, who render work during the prescribed office hours shall, after one year of continuous, faithful, and satisfactory service, be entitled to 15 days vacation and 15 days sick leave with full pay, exclusive of Saturdays, Sundays, and public holidays;
- 2) Uniformed PNP personnel are only allowed 30 days vacation leave inclusive of five days mandatory leave in a year excluding Saturdays, Sundays, and holidays regardless of the number of accumulated leave credits;
- 3) Vacation and sick leaves shall be cumulative and any part thereof, which may not be taken within the calendar year in which earned, may be carried over to the succeeding year;
- 4) Any PNP personnel who retires, resigns, separated or dismissed from the service shall be entitled to the commutation of all the accumulated vacation/sick leaves to his/her credit provided that his/her leave benefits are not covered by special law;
- 5) PNP personnel who were dismissed from the service for an administrative case but later exonerated and thereafter reinstated are entitled to the leave credits during the period they were out of the service, if provided for in the decision of higher authorities;
- 6) PNP personnel who already exhausted his/her sick leave credits can use his/her vacation leave credits but not vice versa;
- 7) PNP personnel with pending administrative case/s are not barred from enjoying leave privileges except for leave abroad and study leave;
- 8) Filing of an application for leave (except sick leave) without approval does not entitle the personnel concerned to absent himself/herself from work. Any personnel who absent himself/herself from work without an approved leave shall be marked AWOL and be subjected to pre-charge evaluation or preliminary investigation as the case maybe;

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- 9) Those on detail service shall file their leave in agency/department/office/unit/ where they are detailed but shall furnish their mother office/unit once approved;
- 10) PNP personnel who are still on probationary period of appointment may avail of whatever leave credits he/she has earned during the said period. Accordingly, any leave of absence without pay incurred during the period of probation shall extend the completion thereof for the same number of days of such absence;
- 11) PNP personnel who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however that his/her absences shall no longer be deducted from his/her accumulated leave credits;
- 12) Muslim PNP personnel shall be covered by PD No. 1083 and CSC Resolution No. 000227 dated January 26, 2000 Re: Holidays;
- 13) The provisions of the Civil Service Law, Rules and Regulations pertaining to leave shall be suppletory applicable;
- 14) All absences without approved leave of absence shall be treated in accordance with NMC No. 2016-002 for Uniformed Personnel and the RRACCS for the NUP; and
- 15) All requests for cancellation/nullification of vacation leave must be verified and approved by the Chief of Office but the request shall fall within the same fiscal year. Any request submitted beyond the established time limit is deemed forfeited.

b. Status of the Position while the Personnel is on Leave

The position of PNP personnel on vacation or sick leave with or without pay is not considered vacant. During the period of such leave, only substitute appointment can be made to such position.


c. Period to Claim Terminal Leave Pay

Request for payment of terminal leave benefits must be brought within 10 years from the time the right of action accrues upon an obligation created by law.

d. Leave Without Pay

- 1) Leave without pay not exceeding one year may be granted in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance of the head of office/unit.
- 2) Leave without pay shall not be granted if said personnel still have leave credits, except in the case of secondment;
- 3) For purposes of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of 15 days shall not interrupt the continuity of the 3-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the 3-year period exceeds 15 days, the grant of 1-step increment will only be delayed for the number of days that an official or employee was absent without pay;

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- 4) Leave without pay for any reason other than illness shall not be counted as part of the actual service rendered; thus, considered gap in the service. All absences of PNP personnel in excess of his/her accumulated vacation or sick leave credits earned shall be without pay; and
- 5) PNP personnel who are arrested and subsequently detained in jail or those whose absences are due to force majeure or events beyond the control of the personnel such as when the personnel himself/herself is kidnapped or suffering from illness shall not be declared AWOL, rather they shall be placed under automatic leave of absence without pay on the ground that his/her services are automatically suspended and shall not validly claim salaries nor earn leave credits during the period of his/her detention. In these items of *force majeure*, the employee is excused from filing an application for leave of absence provided that he/she informs the employer of the unfortunate event underlying his/her absence at the first opportune time (CSC Resolution No. 991879 dated August 23, 1999 re: Norona Case, City Government of Makati vs CSC & Galzote G.R No.131392, February 6, 2002).
- 6) If said personnel who is on leave without pay fails to report for work after the expiration of one year from the date of such leave, he/she shall be considered automatically separated from the service.

e. Leave Abroad

All travel abroad for purposes of training, study grant, observation tour, seminar, and the like arising from personal invitations from foreign agencies or/are sponsored by the host organization, company, university, and the other private agencies or individuals shall be treated as a personal leave/undertaking of the personnel concerned and should not involve any government or PNP funds, whatsoever. However, any travel relative to the invitation shall still be on government expenses by way of his/her leave with pay. As such, the personnel concerned shall be covered by existing regulations on additional contractual service with the government.

f. Study Leave

Study leave for the purpose of taking professional examinations such as Bar Exams, Medical Board Exams, PRC licensure examinations and the like should be availed only once and not on a continuing basis until the personnel concerned passes the examination.

g. Transfer of Leave Credits


When a PNP personnel transfer from one government agency to another, he/she can either have his/her accumulated vacation and/or sick leave credits commuted or transferred to his/her new agency.

The second option can be exercised as a matter of right only by an employee who does not have gaps in his/her service. However, a gap of not more than one month may be allowed provided same is not due to his/her fault.

The option to transfer accumulated leave credits can be exercised within one year only from the personnel's transfer to the new agency.

This provision is not applicable to transfer of leave credits of uniformed personnel to the civilian service.

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6. PROCEDURES IN FILING LEAVES:

a. VACATION LEAVE - Leave of absence of personnel for personal reason, the approval of which is contingent upon the necessity of the service.

Application Procedures:

- 1) The application for vacation leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit;
- 2) Application for vacation leave of absence for one full day or more except for sick leave shall be submitted on the prescribed form for action by the proper head of office/unit through their respective administrative officer on the given deadline opposite the number of days of leave applied for:

Deadline of application before the intended leave	No. of Days of Leave	Approving Authority
5 days	5	For PNCO/NUP – DD, PD, CD For PCO - D/P-Staff/RD/Dir
7 days	6-14	For PNCO/NUP - DD; PD; CD; For PCO - D/P-Staff/RD/Dir


- 3) Application for vacation leave of absence for more than **15 days** except for sick leave shall be submitted through their respective administrative officer and **MUST REACH** the RMD,DPRM (Attn: Leave Section) or the RPHRDD/ARMD as the case maybe on the given deadline opposite the number of days of leave applied:

Deadline of application before the intended leave	No. of Days of Leave	Approving Authority
10 days	15 to 45	TDPRM (NHQ); RD(PRO); D(NSU)
15 days	46 to 60	TCDS
15 days	61 to 90	CPNP
30 days	91 to 110	NAPOLCOM

Terms and Conditions:

- 1) Whenever the application for leave of absence, including terminal leave, is not acted upon by the head of agency or his/her duly authorized representative within five working days after receipt thereof, the application for leave of absence shall be deemed approved;
- 2) Leave of absence other than illness of personnel or of any member of his/her immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of office/unit; and
- 3) Applications for vacation leave of less than 30 days need not be accompanied by clearances.

b. SICK LEAVE - Sick leave refers to leave of absence granted to PNP personnel on account of sickness or disability and any relative living under the same roof and dependent upon the personnel for support.

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Application Procedures:

- 1) The application for sick leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit; and
- 2) 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 return to work but within five days thereon. Notice of absence in writing, however, shall be sent to the immediate supervisor and/or to the office/unit head. Application for sick leave in excess of five successive days shall be accompanied by a proper medical certificate with the license number of the attending physician indicated therein.

Terms and Conditions:

- 1) Application for sick leave shall immediately be filed upon the personnel's return for work. Failure to file shall be considered AWOL;
- 2) Sick leave may be applied for in advance in cases where personnel will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate;
- 3) In ordinary application for sick leave already taken not exceeding five days, the Chief of Office/Unit concerned may duly determine whether the granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate is required;
- 4) The absences due to service related illness which caused the retirement under Total Permanent Physical Disability shall not be deducted from the accumulated leave credits of the retiree; and
- 5) Indicating hereunder are the approving authorities for the long term sick leave applied for:


NUMBER OF DAYS	APPROVING AUTHORITY
45 or less	TDPRM (NHQ); RD(PRO); D(NSU)
46-60	TCDS
61-90	CPNP
91 or more	NAPOLCOM

- c. **FIVE-DAY FORCED/MANDATORY LEAVE** - PNP personnel with 10 days or more vacation leave earned shall be allowed to go on vacation leave whether continuous or intermittent, for a minimum of five working days annually.

Application Procedures:

- 1) The application for mandatory leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit;
- 2) Applications for mandatory leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper head of office/unit five days in advance before the effective date of such leave; and

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- 3) Heads of Office/Unit shall upon consultation with the personnel, shall prepare a yearly leave plan either on one time used or on staggered schedule of the mandatory vacation leave of personnel.

Terms and Conditions:

- 1) Heads of Office/Unit are authorized to cancel the scheduled mandatory 5-day vacation leave of personnel when the service requires so;
 - 2) PNP personnel with 10 days or more vacation leave credits shall be required to go on vacation leave (mandatory leave) whether continuous or intermittent for a minimum of five working days annually. The mandatory annual five days vacation leave shall be forfeited if not taken during the year;
 - 3) Retirement, resignation, and dismissal from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave; and
 - 4) In cases of retirement, resignation and dismissal from the service wherein the calendar year is not completed, the five days Mandatory Leave shall not be deducted from his/her leave credits provided, concerned personnel opted not to avail of the required five-day mandatory leave for that year.
- d. **SPECIAL PRIVILEGE LEAVE (SPL)** - in addition to the vacation, sick, maternity, and paternity leaves, personnel with or without existing or approved Collective Negotiation Agreement (CNA), and covered by special leave laws, are granted the special leave privileges.

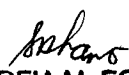
Application Procedures:

- 1) The application for special privilege leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit.
- 2) Applications for service leave for one full day or more shall be submitted on the prescribed form for action by the proper head of office/unit five days in advance or whenever possible, of the effective date of such leave.

The following are special leave privileges subject to the conditions stated:

- a) **Personal milestones** - such as birthdays/weddings/wedding anniversary celebrations, and other important occasions, including funeral/mourning leave and death anniversary.
- b) **Parental obligations** - such as attendance in school programs, PTA meetings/graduations, enrollment, first communion, medical needs, where a child of the government employees is enrolled.
- c) **Filial obligations** - such as employee's moral obligation toward his parents and siblings for their medical and social needs.
- d) **Domestic emergencies** - such as sudden urgent repairs needed at home, sudden absence of a nanny or maid, and the like.
- e) **Personal transactions** - such as paying taxes, court appearances, arranging a housing loan, etc.

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- f) **Calamity, accident, hospitalization leave** - such as force majeure events that affect the life, limb, and property of the employee or his/her immediate family.
- g). **Relocation Leave** – such as transfer of residence or assignment of PNP personnel.

Terms and Conditions:

- 1) Personnel can still avail of his/her birthday or wedding anniversary leave if such occasion falls on either Saturday, Sunday or Holiday either before or after the occasion;
- 2) Personnel applying for special leave privileges shall no longer be required to present proof that they are entitled to avail of such leaves;
- 3) Three-day limit for a given year shall be strictly observed, personnel can avail of one special privilege leave for three days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and non-commutative; and
- 4) Personnel shall seek approval of the application for the said special privilege for at least five days prior to the availability of the special leave, except on emergency case.

- e. **SERVICE LEAVE** - A maximum limit of 15 days service credits shall be allowed every calendar year for PNP uniformed personnel who had been or shall be conferred with appropriate PNP medals in recognition of outstanding performance of police functions and activities.

Application Procedures:

- 1) The application for service leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit.
- 2) Applications for service leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper head of office/unit five days in advance, or whenever possible, of the effective date of such leave.

Terms and Conditions:

- 1) Awards must be confirmed/converted (by the issuing unit) upon request by concerned PNP personnel from the date of conferment onwards but not later than the last day of the next calendar year. Otherwise, such awards shall no longer be confirmed/converted;
- 2) Service credits earned from the conferment of appropriate medals must be enjoyed by concerned PNP personnel within one year from the date of confirmation (see Table 7);
- 3) There shall be one time and complete utilization of the corresponding number of service credits of a particular medal or combination of medals, otherwise, any remaining unused service credit for the said medal/s shall be forfeited;

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- 4) Recycling of PNP medals for purpose of service leave is strictly prohibited; and
- 5) Personnel may only avail of service leave after he/she has availed of the mandatory leave.

f. **LEAVE ABROAD** - PNP personnel travelling abroad while on leave of absence need written Travel Authority from their respective department.

Application Procedures:

The following requirements shall be submitted to the RMD, DPRM (Attn: Leave Section) at least 30 days before the start of the intended leave:

- 1) Unit endorsement;
- 2) Basic letter request, including the number of days, reason for leave and address while on leave;
- 3) Duly accomplished CSC Form No. 6;
- 4) Breakdown of leave credits from RMD, DPRM;
- 5) Case Monitoring Clearance System (CMCS) Clearance from DLOD, DPRM;
- 6) Certificate of non-money/property accountability; and
- 7) Undertaking that the personnel is not a witness in a drug-related case, otherwise, the personnel has to secure permission from the court.

Terms and Conditions:

- 1) The approving authority for leave abroad shall be as follows:

PARTICULARS	APPROVING AUTHORITY
PSSUPT to PDG	SILG
NUP, PO1 to PSUPT	VCEO, NAPOLCOM
Extension of leave	CPNP

- 2) The PNP personnel may request for an extension of leave to his/her Administrative Officer, which must reach the RMD at least 15 days before the expiration of existing leave except for medical reason/sudden death of immediate member of the family and fortuitous event for approval of the CPNP. Extension of leaves maybe allowed only for a maximum period of 15 calendar days; and
- 3) The Administrative Officer shall submit a report to the DPRM (Attn: RMD) on whether the subject PNP personnel already returned to work, attaching a certificate of duty status immediately upon the expiration of the leave. Failure to do so will be a ground for declaring subject personnel on AWOL while the Administrative Officer will be subjected for pre-charge evaluation for neglect of duty.

g. STUDY LEAVE FOR PURPOSES OF TAKING THE BAR/BOARD EXAMINATION/MASTER'S DEGREE

PNP personnel who is a graduate of Bachelor of Laws or other courses requiring the passing of the Board such as criminology, nursing, dentistry, accountancy

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and other bachelor degree who desires to take the Bar/Board examinations/Master's Degree with thesis may avail study leave.

Application Procedures:

- 1) The application for study leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit;
- 2) Qualified candidates shall file their application through their respective heads of office for proper endorsement to the Directorate for Personnel and Records Management (DPRM) at least one month before the effective date. All heads of offices shall see to it that no undue disruption in work operation occurs while these employees are on leave; and
- 3) Once the application of study leave is approved, candidates shall submit an affidavit of undertaking or enter into a contract to obligate themselves and promise to render service to the PNP, otherwise, they shall refund the salaries they have received during the study leave for a period as provided under the terms and conditions.

Qualifications Requirements

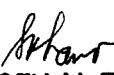
The candidates shall be selected based on the following qualifications requirements:

- 1) Must have graduated with a degree in Bachelor of Laws or any course which requires the passing of a board examination such as, bachelors of criminology, nursing, dentistry, accountancy, etc.;
- 2) For completion of master's degree with thesis, the profession of field of study to be pursued must be relevant to the PNP mandate, or to the duties and responsibilities of the concerned official or employee, as determined by the head of office/unit.
- 3) Must be a permanent employee of the PNP;
- 4) Must have rendered at least two years of service in the PNP with at least very satisfactory performance for the last two rating periods immediately preceding the application;
- 5) Must have no pending administrative and/or criminal charges;
- 6) Must not have any current foreign or local scholarship grant;
- 7) Must have rendered the service obligation of any previous training/scholarship/study leave grant;
- 8) Must be physically and mentally fit; and
- 9) Must submit an Educational Support Program Affidavit of Undertaking.

The PNP shall:

- 1) Authorize the PNP personnel to go on a maximum 6-month study leave of official time to review for BAR examinations and three months for board examinations; and one-month and a half (1 1/2) for completion of master's degree;

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- 2) Relieve the PNP personnel of all duties and responsibilities for the duration of the study leave;
- 3) Pay the salary, allowances, and other benefits of the PNP personnel during the six-month study leave; and
- 4) The study leave shall not be charged to or deducted from the PNP personnel accumulated leave credits.

Terms and Conditions

- 1) The PNP personnel shall enter into a contract with the PNP and shall live up to its stipulated terms and conditions.
- 2) The PNP personnel shall finish his/her bar/board review or complete his/ her master's degree within the specified period or as stated in the Educational Support Program (ESP) Affidavit of Undertaking.
- 3) PNP personnel who failed in the bar/board/master's degree holds their service commitment specified in the ESP Affidavit of Undertaking.
- 4) PNP personnel who failed in bar/board examination/completion of master's degree can re-apply for another study leave in case they would want to take review classes again but their leave shall now be charged to their leave credits;
- 5) The PNP personnel must take the bar/board examination immediately after the termination of the review class;
- 6) After taking the bar/board examination, or completion of master's degree with thesis, he/she shall immediately submit the following documents to DPRM (RMD-Leave Records Section):

- 6.1 Proof of having taken the bar/board examination, completion of master's degree with thesis;
- 6.2 Certificate of assumption after the study leave
- 6.3 Report of Rating (for Bar/Board passers) upon release by the Supreme Court of the Philippines/Professional Regulatory Commission (PRC)

- 7) The PNP personnel upon completion/termination of his/her bar/board review or completion of master's degree is immediately required to render service obligation as herein specified:

Period of Study Leave	Required No. of Years of Service
1-3 months	2 years
4-6 months	3 years

- 8) Those who will compulsorily retire within the next three or four years, as the case maybe, are disqualified to avail of this program because they cannot anymore render the required service;
- 9) All financial support including salaries, incentives, allowances, and bonuses extended to the PNP personnel while on study grant shall be repaid to the organization in terms of service obligation immediately upon completion/ termination of the grant. Otherwise, in case of breach of contract, the PNP shall be constrained to deduct any outstanding obligation from the salary or from whatever benefits due the personnel or that the study leave shall be

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deducted from his/her leave credits. In addition, the PNP personnel may also be proceeded against administratively for such breach;

- 10) In case of permanent disability or death of the PNP personnel in the course of his/her studies or repayment period, the full amount extended by the PNP to the PNP personnel shall be considered fully paid after presentation and validation of evidence of such fact. Such evidence/proof shall be verified and certified as valid by the head of office;
- 11) If a PNP personnel fails to fulfill the service obligation due to voluntary resignation, optional retirement, transfer of agency, resignation, abandonment of duty, or other similar reason, he/she shall be required to pay the money value of the required service obligation based on the salary received at the time of his/her retirement, transfer or resignation computed on the number of months he/she was on study grant, including salaries, allowances, and other monetary incentives received while on scholarship, pursuant to all existing policies, rules, and regulations;
- 12) A proportionate refund of the monetary value of the PNP personnel's service obligation shall be allowed provided that he/she has served at least 75% of the total service obligation. Said amount and mode of payment shall be determined by the Finance Service to be deducted from his/her claims in the PNP;
- 13) In case the PNP personnel fails to complete the review course/MA due to poor performance or other similar reason, the grant shall be terminated and he/she shall render the required service obligation to the PNP. In case of failure to report back to work immediately upon termination of the grant, subject shall be considered absent without official leave (AWOL), and such absences shall be deducted from his/her current accumulated leave credits, if any, and/or from his/her salary; and
- 14) A refund of the full amount granted by the PNP, including salaries and allowance received, shall be charged to the PNP personnel found guilty of an administrative case within the duration of his/her study grant.

h. MATERNITY LEAVE - Maternity leave shall be granted to female employees whether married or unmarried in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.

Application Procedures:

- 1) The application for maternity leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit; and
- 2) Medical Certificate.

Terms and Conditions:

- 1) Female personnel in the PNP service who have rendered an aggregate of two or more years of service, shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of 60 calendar days with full pay;
- 2) Maternity leave of those who have rendered one year or more but less than two years of service shall be computed in proportion to their length of

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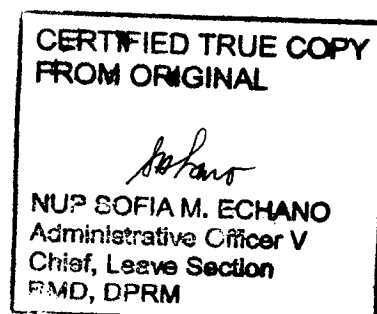
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service, provided, that those who have served for less than one year shall be entitled to 60 days maternity with half pay;

- 3) Enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days;
 - 4) Maternity leave shall be granted to female personnel in every instance of pregnancy irrespective of its frequency;
 - 5) Female personnel may go on maternity leave for less than 60 days when personnel wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so, provided, she presents a medical certificate that she is physically fit to assume the duties of her position;
 - 6) The commuted money value of the unexpired portion of the leave need not be refunded and that when the personnel returns to work before the expiration of her maternity leave, she shall be paid the corresponding salary for actual services rendered;
 - 7) Maternity leave with pay may be granted even if delivery occurs just a few days after the termination of the employee's service. It may be granted if the delivery occurs not more than 15 calendar days after the termination of employee's service as her right thereto has already accrued;
 - 8) If already entitled, female personnel can still avail 60 days maternity leave with pay even if she is on an extended leave of absence without pay;
 - 9) Every PNP female personnel is entitled to maternity leave of absence with pay even if she has a pending administrative case; and
 - 10) The adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled. Maternity and paternity benefits given to biological parents upon the birth of a child shall be enjoyed if the adoptee is below seven years of age as of the date the child is placed with the adoptive parents through the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).
- i. **PATERNITY LEAVE** - refers to the privilege granted to a married male personnel allowing him not to report for work for seven working days while continuing to earn the compensation, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during, and after childbirth as the case may be and assist in caring for his newborn child.

Application Procedures:

- 1) The application for paternity leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit;
- 2) Marriage Contract; and
- 3) Birth Certificate/Medical Certificate.



Terms and Conditions:

- 1) Every married male personnel is entitled to paternity leave of seven days for the first four deliveries of his legitimate spouse with whom he is cohabiting;
 - 2) The first of the four deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996;
 - 3) Married male personnel with more than one legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whom ever gives birth; and
 - 4) Paternity leave of seven working days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. Said leave shall be availed of not later than 60 days after the date of the child's delivery.
- j. SOLO PARENT LEAVE** - The parental leave of seven days in addition to existing leave privileges shall be granted to any solo parent employee. Solo parent refers to the following:
- 1) A woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender: Provided, that the mother keeps and raises the child;
 - 2) Parent left solo or alone with the responsibility of parenthood due to any of the following circumstances:
 - 2.1 death of spouse;
 - 2.2 detention or serving of sentence of the spouse for a criminal conviction for at least one (1) year;
 - 2.3 physical/mental incapacity of spouse as certified by a public medical practitioner;
 - 2.4 legal separation or de facto separation from spouse for at least one year provided he/she has custody of the children;
 - 2.5 declaration of nullity or annulment of marriage as decreed by a court or by a church, provided, he/she has custody of the children; and
 - 2.6 abandonment of spouse for at least one year;
 - 3) Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;
 - 4) Any person who solely provides parental care and support to a child or children provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court; and
 - 5) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided that such abandonment, disappearance, or absence lasts for at least one (1) year.

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Application Procedures:

- 1) Secure a Solo Parent Identification Card from the City/Municipal Social Welfare and Development Office.
- 2) The application for the solo parent leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) with certified true copies of the Solo Parent ID signed by the employee and approved by the proper signing authorities with endorsement from unit; and

Terms and conditions:

The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following:


- 1) The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of R.A. No. 8972 on September 22, 2002 and regardless of employment status.
- 2) The parental leave shall be availed of every year and shall be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
- 3) The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the head of agency/office. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except for emergency cases.
- 4) The solo parent employee may avail of parental leave under any of the following circumstances:
 - 4.1 attend to personal milestone of a child such as birthdays, first communion, graduations and other similar events;
 - 4.2 perform paternal obligations such as enrollment and attendance in school programs, PTA meetings and the like;
 - 4.3 attend to medical, social, spiritual and recreational needs of the child; and
 - 4.4 other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

Conditions for Termination of Parental Leave Privileges

- 1) Changes in the status and family situation of a solo parent such as marriage or the concerned parent is no longer left alone with the responsibility of parenthood shall lead to termination of parental leave privileges. However, the termination shall be without prejudice to reapplication should circumstances warrant.
- 2) The head of agency/office concerned may determine whether granting of parental leave is proper or it may conduct necessary investigation to ascertain if grounds for termination and withdrawal of the privilege exist.

REHABILITATION PRIVILEGE - NUP may be entitled to rehabilitation privilege for a maximum period of six months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and

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terms of availing of the privilege shall be based on the recommendation of medical authority. Hence, availing of the privilege may be less than six months, or may be on a half-time basis or on intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed six months.

Application Procedures:

- 1) The application for rehabilitation privilege leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit; and
- 2) Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

Terms and Conditions:

- 1) For availing oneself of the Rehabilitation Privilege, performance of duty means situations wherein the official or employee was already at work. The same privilege may be extended to officials and employees in situations where the official or employee meets an accident while engaged in activities inherent to the performance of his/her duties, including being on official business outside of his/her work station, official travel, authorized overtime, on detail order, and on special assignment orders. Injuries from accidents that occurred while the official or employee was going to work and going home from work are not considered sustained while in the performance of official duties;
 - 2) Absences from work during the period of Rehabilitation Privilege shall not be deducted from the accumulated sick or vacation leave credits of the official or employee. However, officials and employees while on Rehabilitation Privilege do not earn and accumulate vacation leave and sick leave credits; and
 - 3) Claimants of Rehabilitation Privilege benefits are entitled to reimbursement by their agency for first-aid expenses, preferably in government facilities. Reimbursement is subject to the availability of funds and shall not exceed Php5,000.00 unless expenditures beyond said amount are necessary as certified by medical authorities and approved by head of agency.
- I. **SPECIAL EMERGENCY CALAMITY LEAVE** - PNP personnel, whether permanent or temporary who are directly affected by natural calamities or disaster may apply for said leave for five straight working days or staggered basis. It shall be a 1-time application and should be applied within 30 days from the first day of declaration by proper government agencies/authorities.

Application Procedures:

- 1) The application for special emergency calamity leave shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities with endorsement from unit;

Copy of the Declaration of State of Calamity by the Local Government Unit (LGU); (Resolution from the Sangguniang Panlalawigan (Panlungsod/Bayan) or national government (Executive/Administrative Order from the Office of the President);

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- 2) Proof of Residence based on official record of PNP (PAIS-Generated Information Sheet or PDS); and
- 3) Certification from the Barangay Chairman indicating the following:
 - a) That the subject personnel is a resident of the given address; and
 - b) That he/she was directly affected by the calamity on date specified in the official declaration of state of calamity.

Terms and Conditions:

- 1) The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster; and
 - 2) A commonly declared calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss.
- m. SPECIAL LEAVE UNDER THE MAGNA CARTA OF WOMEN** - A special leave granted to a female PNP personnel regardless of age and civil status, for a maximum of two months with full pay based on gross monthly compensation provided one has rendered at least six months aggregate service in any or various government agencies for the last 12 months prior to undergoing surgery for gynecological disorders.

Procedures for availment of the Special Leave Benefits for Female PNP Personnel:

- 1) The application for this special leave benefit shall be made through the Civil Service Form No. 6 (CS Form No. 6) signed by the employee and approved by the proper signing authorities;
- 2) The CS Form No. 6 shall be accompanied by a medical certificate from the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same;
- 3) This special leave benefit may be applied for in advance, that is at least five days prior to the scheduled date of the gynecological surgery that will be undergone by the female PNP personnel. The rest of the requirements specified in item 3.2 of CSC MC No. 25, s. 2010 under RA No. 9710 (An Act Providing for the Magna Carta of Women) shall be attached to the medical certificate upon the employee's return to work under item 3.5 of the same CSC MC;
- 4) The advance notice for taking such leave would give the proper authorities ample time and means to prevent the disruption of the operations of the work during the absence of the employee and to address the exigency of services of the office;

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In instances when a qualified female PNP personnel undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee's return from such leave following the

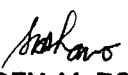
procedure set forth in item 3.1 and 3.2 of the same CSC MC; and

- 6) Upon return to work, the personnel concerned shall also present a medical certificate signed by her attending surgeon.

Terms and Conditions:

- 1) The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two months per year;
- 2) Generally, availment of the said special leave benefit shall be in accordance with the List of Surgical Operations for Gynecological Disorders, which reflects, among others, the estimated periods of recuperation from surgery due to the specific gynecological disorder (Annex E). Minor surgical procedures are those requiring a maximum period of two weeks recuperation while major surgical procedures are those requiring a minimum period of recuperation of three weeks to a maximum period of two months;
- 3) Other Surgical Operations for Gynecological Disorders which are not found in Annex A of CSC MC No. 25, s. 2010 under RA No. 9710 (An Act Providing for the Magna Carta of Women) may be allowed subject to certification of a competent medical authority and submission of other necessary requirements;
- 4) The earned leave credits may be used for preparatory procedures and/or confinement prior to the surgery. Moreover, should the period of recuperation after the surgery exceed two months, the female PNP personnel may use her earned sick leave credits for the same. If the sick leave credits have been exhausted, the vacation leave credits may be used pursuant to Section 56 of the Omnibus Rules on Leave;
- 5) This special leave benefit is non-cumulative and not convertible to cash;
- 6) Responsibilities of the Head of Office/Unit:
 - a) Heads of Office/Unit shall ensure that the afore-cited guidelines are enforced in one's agency as a mechanism in order that female employee's right to proper reproductive health care is ensured; and
 - b) Heads of Office/Unit shall promote reproductive health care awareness and wellness program for its female PNP personnel through proactive measure/s such a conduct of annual physical/medical check-up information campaign on maintaining proper reproductive health care; issuance of health advisories; distribution of educational reading materials and conduct of fora relative to the same.
- 7) Leave credits of female PNP personnel whose periods of surgery and recuperation due to gynecological disorders after the effectivity of the Magna Carta of Women and before the promulgation of the Guidelines were deducted against their sick or vacation leave credits can have the said leave credits restored and/or appropriate gross compensation paid, as the case may be; and
- 8) The special leave benefit under the magna carta of women took effect on September 15, 2009 (CSC MC).

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**n. Availment of the Ten-Day Leave under R.A. No. 9262
(Anti-Violence Against Women and their Children Act of 2004)**

Violence Against women and their Children – As used in the Act, the phrase “violence against women and their children” shall refer to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats or such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. it includes, but is not limited to, the acts enumerated in Section 3 of the Act.

Who are Entitled to a Ten-Day Leave – The following shall be entitled to a paid leave of absence not exceeding ten (10) days, except as provided under Section 43 of RA No. 9262:

- a) Any woman employee in the government service regardless of employment status, who is a victim of violence as defined under Section 3 of the Act.
- b) Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself.

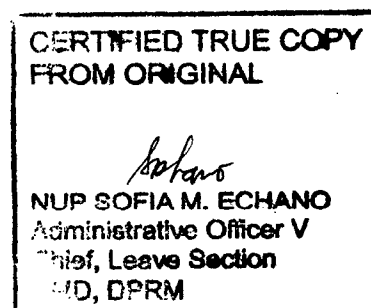
When to file; Submission of Supporting Document. – The application for leave shall be filed, whenever practicable, before the actual leave of absence or immediately upon the woman employee’s return from such leave. It shall be accompanied by any of the following supporting documents:

- a) Barangay Protection Order (BPO) obtained from the barangay;
- b) Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
- c) If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
- d) In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate maybe considered, at the discretion of the immediate supervisor of the woman employee concerned.

Manner of Availment. – The woman who applies for ten-day leave may avail of the same in continuous or intermittent manner to cover the days that she has to attend to medical and legal concerns.

Nature of Ten-Day Leave. – It is non-cumulative and not convertible to cash. Leaves not availed of are considered waived.

When Leave May be Extended. – When necessity arises as specified in the Protection Order, the woman employee may apply for extension and, for this purpose, use the other leave benefits provided under civil service rules and regulations.



Administrative Liability. - The official who denies the application for leave of a woman employee-victim of VAW, despite submission of the BPO/TPO/PPO, shall be held liable for conduct prejudicial to the best interest of the service.

7. RESPONSIBILITIES:

a. RMD, DPRM

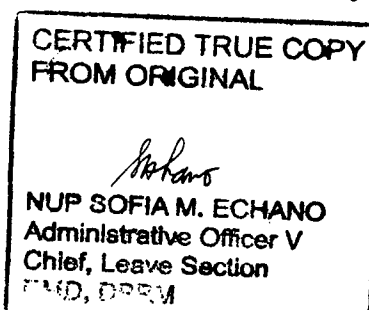
- 1) Ensure that all necessary information are written in the application for leave and complete mandatory requirements are submitted;
- 2) In case a leave cannot be favorably granted, the applicant should be informed through any available means of communications;
- 3) Maintain a journal of PNP personnel spending leave abroad indicating therein their destination and contact person in the Philippines;
- 4) The DPRM (Attn: RMD) shall maintain records of all leaves granted to personnel for the purpose of commutation of total accumulated leave credits;
- 5) All applications for leave submitted to the DPRM after the lapse within which such leave application should be filed shall be returned without action and the endorsing personnel/administrative officer of the unit concerned may be subjected to appropriate administrative sanction; and
- 6) Any application for leave filed beyond the reglementary periods provided herein shall be denied. The subject personnel shall be recommended for pre-charge evaluation/investigation as applicable.

b. ARMD, Administrative/Personnel Officer

- 1) PNP personnel assigned at **NHQ/NSUs** - Chief of Office/Unit shall indorse approved leave application to DPRM (Attn: RMD) five days before the intended leave;
- 2) Administrative/Personnel Officers of NHQ Offices/NSUs shall submit a consolidated report of mandatory/special/service leave orders with approved application for leave on a monthly basis to DPRM (Attn: RMD) not later than the 10th day of the following month for incorporation in the SLRIS Database;
- 3) Any application for leave filed beyond the reglementary periods provided herein shall be denied. The subject personnel shall be recommended for pre-charge evaluation/investigation as applicable; and
- 4) In case of reassignment or detail of personnel, the losing unit shall transmit within one month from the effectivity of the reassignment leave records of the concerned personnel to the gaining unit. Requests for transfer must be accompanied by the leave records prior to approval of the placement of personnel.

c. C, RPHRDD, PROs

- 1) PNP personnel assigned at **PROs** - their approved leave application shall be endorsed by their chief of office/unit to C, RPHRDD five days before the intended leave for appropriate action;



- 2) C, RPHRDD of PROs shall submit a consolidated report of mandatory/ special/service leave orders with approved application for leave on a monthly basis to DPRM (Attn: RMD) not later than the 10th day of the following month for incorporation in the SLRIS Database;
- 3) In case of reassignment or detail of personnel, the losing unit shall transmit within one month from the effectivity of the reassignment leave records of the concerned personnel to the gaining unit. Requests for transfer must be accompanied by the leave records prior to approval of the placement of personnel; and
- 4) Any application for leave filed beyond the reglementary periods provided herein shall be denied. The subject personnel shall be recommended for pre-charge evaluation/investigation as applicable.

8. PENAL CLAUSE:

Any violation of this MC shall be a ground for disciplinary action. The provisions of NAPOLCOM Memorandum Circular No. 2016-002 "Revised Rules of Procedure Before the Administrative Disciplinary Authorities and the Internal Affairs Service of the Philippine National Police" for uniformed personnel and the Revised Rules on Administrative Cases in the Civil Service for NUP shall apply.

9. REPEALING CLAUSE:

All PNP rules, regulations and other issuances, or portions thereof, inconsistent with these guidelines are repealed or modified accordingly.

10. SEPARABILITY CLAUSE:

Any portion of this MC inconsistent with the organic laws or declared unconstitutional shall not affect the validity of the other provisions.

11. EFFECTIVITY:

This MC shall take effect after 15 days from the filing of a copy hereof at the University of the Philippine Law Center in consonance with Section 3 and 4 of Chapter 2, Book VII of Executive Order No. 292 otherwise known as the "Revised Administrative Code of 1987" as amended.



RONALD M DELA ROSA
Police Director General
Chief, PNP

CPNP Ltrs '16 S068097
S068097

Annexes:

- Table 1 - Vacation/Sick Leave Credits Earned on a Daily Basis
- Table 2 - Vacation/Sick Leave Credits Earned on a Monthly Basis
- Table 3 - Leave Credits Earned in a Month by Official/Employee without Any Vacation Leave Credits
- Table 4 - Position with Equivalent Supervisor
- Table 5 - Conversion of Working Hours/Minutes into fractions of a Day
- Table 6 - Formula for the Computation of Maternity Leave
- Table 7 - PNP medals shall have the corresponding number of service credits: (NAPOLCOM MC 2010-004)
- Table 8 - ESP Affidavit of Undertaking
- Table 9 - CSC Form No. 6 Application for Leave

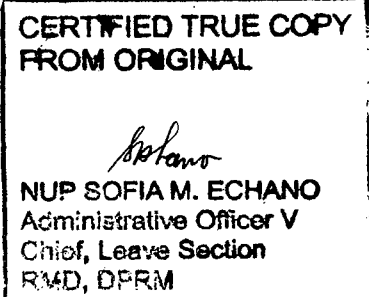


TABLE 1**VACATION AND SICK LEAVE CREDITS EARNED ON A DAILY BASIS**

NUMBER OF DAY/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	.042	.042
2	.083	.083
3	.125	.125
4	.167	.167
5	.208	.208
6	.250	.250
7	.292	.292
8	.333	.333
9	.375	.375
10	.417	.417
11	.458	.458
12	.500	.500
13	.542	.542
14	.583	.583
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833
21	.875	.875
22	.917	.917
23	.958	.958
24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208
30	1.250	1.250

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Sofia M. Echano
NUP SOFIA M. ECHANO
 Administrative Officer V
 Chief, Leave Section
 RMD, DPRM

TABLE 2

VACATION AND SICK LEAVE CREDITS EARNED ON A MONTHLY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

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**NUP SOFIA M. ECHANO
Administrative Officer V
Chief, Leave Section
RMD, DPRM**

TABLE 3

**LEAVE CREDITS EARNED IN A MONTH BY OFFICIAL/EMPLOYEE
WITHOUT ANY VACATION LEAVE CREDITS LEFT**

NO. OF DAYS PRESENT	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED	NO. OF DAYS PRESENTS	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED
30.00	0.00	1.250	14.50	15.50	0.604
29.50	0.50	1.229	14.00	16.00	0.583
29.00	1.00	1.208	13.50	16.50	0.562
28.50	1.50	1.188	13.00	17.00	0.542
28.00	2.00	1.167	12.50	17.50	0.521
27.50	2.50	1.146	12.00	18.00	0.500
27.00	3.00	1.125	11.50	18.50	0.479
26.50	3.50	1.104	11.00	19.00	0.458
26.00	4.00	1.083	10.50	19.50	0.437
25.50	4.50	1.063	10.00	20.00	0.417
25.00	5.00	1.042	9.50	20.50	0.396
24.50	5.50	1.021	9.00	21.00	0.375
24.00	6.00	1.000	8.50	21.50	0.354
23.50	6.50	0.979	8.00	22.00	0.333
23.00	7.00	0.958	7.50	22.50	0.312
22.50	7.50	0.938	7.00	23.00	0.292
22.00	8.00	0.917	6.50	23.50	0.271
21.50	8.50	0.896	6.00	24.00	0.250
21.00	9.00	0.875	5.50	24.50	0.229
20.50	9.50	0.854	5.00	25.00	0.208
20.00	10.00	0.833	4.50	25.50	0.187
19.50	10.50	0.813	4.00	26.00	0.167
19.00	11.00	0.792	3.50	26.50	0.146
18.50	11.50	0.771	3.00	27.00	0.125
18.00	12.00	0.750	2.50	27.50	0.104
17.50	12.50	0.729	2.00	28.00	0.083
17.00	13.00	0.708	1.50	28.50	0.062
16.50	13.50	0.687	1.00	29.00	0.042
16.00	14.00	0.667	0.50	29.50	0.021
15.50	14.50	0.646	0.00	30.00	0.000
15.00	15.00	0.625			

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 Administrative Officer V
 Chief, Leave Section
 RMD, DPRM

TABLE 4

Positions with Equivalent Supervisor

Position	* Equivalent Supervisor
Chief of Police	1. OIC, Municipal Police Station 2. OIC, Component City Police Station 3. Company Commander, PPSC/DPSC/SAC 4. Station Commander, NCR numbered Police Station
Provincial Director, Police Provincial Office	1. Director, City Police Office 2. Battalion Commander, RPSB/DPSB/SAB 3. Chief, Regional Office of NSUs 4. Chief, NCR City Police Station 5. Battalion Commander, NCR District Public Safety Battalion
Regional Director, Police Regional Office	1. Director, NSUs 2. Director, NCR District Police Office 3. Directorial/Personal/Special Staff

*** - Equivalent Supervisor for the purpose only of processing leave applications**

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 Administrative Officer V
 Chief, Leave Section
 RMD, DPRM

TABLE 5

TABLE SHOWING CONVERSION OF WORKING HOURS/MINUTES INTO FRACTIONS OF A DAY			
HOURS		EQUIVALENT DAY	
1			.125
2			.250
3			.375
4			.500
5			.625
6			.750
7			.875
8			1.000
MINUTE	EQUIV. DAY	MINUTE	EQUIV. DAY
1	.002	31	.065
2	.004	32	.067
3	.006	33	.069
4	.008	34	.071
5	.010	35	.073
6	.012	36	.075
7	.015	37	.077
8	.017	38	.079
9	.019	39	.081
10	.021	40	.083
11	.023	41	.085
12	.025	42	.087
13	.027	43	.090
14	.029	44	.092
15	.031	45	.094
16	.033	46	.096
17	.035	47	.098
18	.037	48	.100
19	.040	49	.102
20	.042	50	.104
21	.044	51	.106
22	.046	52	.108
23	.048	53	.110
24	.050	54	.112
25	.052	55	.115
26	.054	56	.117
27	.056	57	.119
28	.058	58	.121
29	.060	59	.123
30	.062	60	.125

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TABLE 6**FORMULA FOR THE COMPUTATION OF MATERNITY LEAVE**

Female Personnel who have rendered less than two years of service may only receive full pay for a number of days based on the ratio of 60 days to 2 years of service.

Where y = the no. of days in the service
 x = the no. of days to be paid

2 years = 720 days

$$\frac{60}{720} = \frac{x}{y}$$

$$720x = 60y$$

$$x = \frac{60y}{720}$$

$$x = \frac{y}{12}$$

For example: An employee who has rendered one year and six months of service

Where x = no. of days to be paid
 y = 1 year and 6 months (540 days)

$$x = \frac{y}{12}$$

$$x = \frac{540}{12}$$

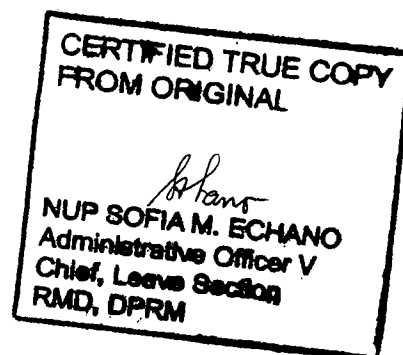


TABLE 7

The following PNP medals shall have the corresponding number of service credits:
(NAPOLCOM MC No. 2010-004)

PNP Medals	LEAVE/ SERVICE CREDIT
Medalya ng Kadakilaan (PNP Heroism Medal)	5 days
Medalya ng Kagalingan (PNP Medal of Merit)	5 days
Medalya ng Sugatang Magiting (PNP Wounded Personnel Medal)	5 days
Medalya ng Katapatan sa Paglilingkod (PNP Distinguished Service Medal)	5 days
Medalya ng Katangitanging Gawa (PNP Outstanding Achievement Award)	5 days
Medalya ng Pambihirang Paglilingkod (PNP Special Service Medal)	4 days
Medalya ng Kasanayan (PNP Efficiency Medal)	4 days
Medalya ng Papuri (PNP Commendation Medal)	3 days
Medalya ng Paglaban sa Maniligalig (Anti- Dissidence Medal)	3 days
Medalya ng Pagtulong sa Nasalanta (PNP Disaster Relief and Rehabilitation Medal)	3 days
Medalya ng Paglilingkod sa Luzon (Luzon Campaign Medal)	3 days
Medalya ng Paglilingkod sa Visayas (Visayas Campaign Medal)	3 days
Medalya ng Paglilingkod sa Mindanao	3 days
Medalya ng Ugnayang Pampulisya (Police Relations Medal)	5 days
Medalya ng Mabuting Asal (PNP Good Conduct Medal)	3 days
Medalya ng Paglilingkod (PNP Service Medal)	3 days

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Sofia M. Echano

NUP SOFIA M. ECHANO
Administrative Officer V
Chief, Leave Section
RMD, DPRM

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

**PNP EDUCATIONAL SUPPORT PROGRAM
AFFIDAVIT OF UNDERTAKING**

I, _____, member of the Philippine National Police with the rank of _____ presently assigned at _____ and designated as _____ with permanent address at _____, after having duly sworn to in accordance with law, do hereby depose and state that:

1. I am an applicant for study leave for the purpose of:
 - Bar review and examination on _____
 - Board review and examination on _____
 - Completion of Master's Degree on _____
2. Each of the documents submitted to support my application for study leave is original/authentic copy of the original, complete, and all statements and information provided are true and correct;
3. I have no pending criminal and/or administrative case/s in any court of law, quasi-judicial body, tribunal or agency;
4. I have read and understand all the provisions on study leave under item 6.g of PNP Memorandum Circular No. _____ and acknowledge all the terms and conditions provided therein;
5. I shall comply all the terms and conditions as stated in the aforementioned circular;
6. I attest to the truthfulness of this undertaking and submit to the legal and administrative consequences thereof if ever statements above are wanting in truth and in substance.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ at _____.

Affiant
(Print Name and Signature)

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____ with PNP ID No. _____ issued on _____, valid until _____ and I hereby certify that I personally examined the affiant herein and that I am fully satisfied that he/she voluntarily executed the foregoing affidavit and she understood all the statements therein.

Page No. : _____;
Doc. No. : _____;
Book No. : _____;
Series of _____.

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 Administrative Officer V
 Chief, Leave Section
 RMD, DPRM

TABLE 9

APPLICATION FOR LEAVE

SC Form No. 8
Revised 1984

1. OFFICE/AGENCY	2. NAME (LAST)	(FIRST)	(MIDDLE)
3. DATE OF FILING	4. POSITION	(STATUS OF APPTMT)	5. SALARY

(DETAILS OF APPLICATION)

a) TYPE OF LEAVE <input type="checkbox"/> Vacation <input type="checkbox"/> To seek employment <input type="checkbox"/> Others (Specify) _____ <input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others (Specify) _____	b) WHERE LEAVE WILL BE SPENT: (1) IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____ (2) IN CASE OF SICK LEAVE In Hospital (Specify) _____ Out Patient (Specify) _____
c) NUMBER OF WORKING DAYS APPLIED FOR Inclusive Dates _____	(d) COMPUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested

Signature of Applicant
and

Present Address

DETAILS OF ACTION APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS
as of _____

Vacation	Sick	Total

7. b) RECOMMENDATION

Approval
 Disapproval due to _____

(Authorized Official)

APPROVED FOR _____
Days with pay _____
Days without pay _____
Others (Specify) _____

DISAPPROVED DUE TO: _____

(Signature)

(Authorized Official)

DATE: _____

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NUP SOFIA M. ECHANO
Administrative Officer V
Chief, Leave Section
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