



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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07 Sep 2020

DIVISION MEMORANDUM  
No. 182, s. 2020

**APPLICATION FOR SICK LEAVE OF ABSENCE**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Civil Service Commission (CSC) Memorandum Circular (MC) 48, s. 1998, otherwise known as Omnibus Rules on Leave, provides that:

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

Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view or ill health duly supported by a medical certificate.

In ordinary application for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.

***Sec. 54. Approval of sick leave.*** – Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his/her immediate family.

OSDS/AMA



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2. As precautionary measure against the spread of Corona Virus Disease- 2019 (COVID-19), **this office shall require a medical certificate from each instance an employee applies for sick leave, regardless of the number of days.** A medical certificate duly signed by the Division Medical Officer must be attached upon submission of application for sick leave of absence. This is to ensure close monitoring and proper recording by the Medical Section on the reason of sick leave (e.g. if the employee and/or the employee's immediate family exhibited symptoms of COVID-19).
3. All employees are reminded to duly accomplish all government forms such as CSC Form 6, otherwise known as Application for Leave form, with no misrepresentations, so as to avoid sanctions on Dishonesty and Falsification of Official Document.
4. For information, guidance and strict compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

LEAVE

OSDS/AMA



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