MEMORANDUM ORDER NO. 10
Series of 1993

It has been observed that applications for long leave of absence covering one month and above have been rampant despite knowledge of manpower constraints. Due to employees’ long absences, units are adversely affected in terms of producing the expected outputs.

In order to rationalize granting of leaves of absences, and to provide clear policy on filing of long vacation and sick leaves, the following are hereby adopted for all concerned:

1. Vacation leave for reason of education and foreign travel may be allowed for a period of thirty calendar days provided that the same is favorably endorsed by the Director concerned. Such leave may be extended for another month upon approval of the Administrator. Leaves extending beyond this period shall be decided on a case-to-case basis.

2. Leave of absence for reason of employment local or overseas shall not be allowed pursuant to CSC MC # 15 s. 1989. Employees found misrepresenting their leave of absence shall be a ground for appropriate disciplinary action.

3. Sick leave application for one calendar month and more shall be accompanied by a medical certificate subject to verification by the POEA resident physician. Employees found misrepresenting their type of leave shall face appropriate administrative action.

4. Since vacation leave is contingent upon the needs of the service, its grant is discretionary on the part of the POEA. Thus, mere filing of each leave application does not entitle an employee to go on leave, he should see to it that his application for leave was approved.

For strict compliance,

FELICISIMO O. CUSON, JR.
Administrator

04 May 1993