



Republika ng Pilipinas
MINISTRI NG REFORMANG PANSAKAHAN
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon
Pilipinas, D-505

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In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

MINISTRY MEMORANDUM CIRCULAR NO. 3
Series of 1985

TO: All Officials and Employees
MAR Central Office

SUBJECT: New Procedure in the Filing of Application
For Leave of Absence pursuant to CSC Memo-
randum Circular No. 2, Series of 1985.

Pursuant to CSC Memorandum Circular No. 2, series of 1985 and the Revised CS Form No. 6, known as Application for Leave (copy attached for ready reference), this Ministry has set up a new procedure in the filing of application for leave of absence to conform with the new CSC guidelines, to wit:

1. Employee/Officer accomplishes application for leave of absence form (Item Nos. 1 to 6d) and forwards same to Personnel Division;
2. The Personnel Division certifies leave credit (Item No. 7a) and indicates in the leave application (Item No. 7c) the number of days to be approved with or without pay and forward, the same to any of the following officials concerned:
 - 2.1 Bureau Director/Service Chief/Division Chief concerned who affixes his signature as Recommending Official (Item No. 7b) after which the application is forwarded to the following officials concerned for approval/disapproval, as the case may be;
 - 2.2 Bureau Director/Service Chief concerned for leave of absence of not more than ten (10) days, except those of Asst. Ministers, Bureau Directors, Asst. Bureau Directors, Service Chiefs, Asst. Service Chiefs and Division Chiefs or their equivalent with or without request for commutation;
 - 2.3 The Assistant Minister for Personnel Management and Development for leave of absence exceeding ten (10) days, but not more than ninety (90) days, except those of Asst. Ministers, Bureau Directors, Asst. Bureau Directors, Service Chiefs, Asst. Service Chiefs and Division Chiefs or their equivalent with or without request for commutation;

(A)

"Hindi na matatalikuran sa ang pagbabago ng ayos ng pananakahan, higit kong pangarap na makita ang ating mga magsasaka na pag-eari ang lupang kanilang binubunghal."

PANGULONG FERDINAND E. MARCOS


- 2.4 The Deputy Minister, for leave of absence of not more than ninety (90) days, with or without request for commutation of Asst. Ministers, Bureau Directors, Service Chiefs, Asst. Bureau Directors, Asst. Service Chiefs, Division Chiefs or their equivalent;
- 2.5 The Minister, for leave of absence exceeding ninety (90) days, with or without request for commutation.
3. The Approving Official then approves/disapproves the application for leave of absence whichever he deems it appropriate and returns the same to Personnel Division;
4. The Personnel Division releases the original of approved leave of absence to the employee concerned, and the duplicate copy retained for his 201 file.

Terminal leave of Central Office employees as well as employees of the Regions occupying positions not yet covered by Decentralization may file their respective terminal leave applications with the Personnel Division, MAR Central Office, provided that the statement of accrued leave credits duly certified by the Regional Personnel Officer concerned is attached thereto, for approval of the Minister.

All orders, circulars and/or memoranda inconsistent herewith are hereby revoked, superseded and/or modified, as the case may be.

This Order shall take effect immediately.

July 2, 1985, Diliman, Quezon City.



ESTRELLA
Minister

APPLICATION FOR LEAVE

1. OFFICE/AGENCY	2. NAME (Last)	(First)	(Middle)
DATE OF FILING	4. POSITION	5. SALARY (Monthly)	

DETAILS OF APPLICATION

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation</p> <p><input type="checkbox"/> To seek employment</p> <p><input type="checkbox"/> Others (Specify) _____</p> <hr/> <p><input type="checkbox"/> Sick</p> <p><input checked="" type="checkbox"/> Maternity</p> <p><input type="checkbox"/> Others (Specify) _____</p> <hr/> <p>6. c) NUMBER OF WORKING DAYS APPLIED FOR _____</p> <hr/> <p>INCLUSIVE DATES _____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT</p> <p>(1) IN CASE OF VACATION LEAVE</p> <p><input type="checkbox"/> within the Philippines</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <hr/> <p>2. IN CASE OF SICK LEAVE</p> <p><input type="checkbox"/> In Hospital (Specify) _____</p> <p><input type="checkbox"/> Out Patient (Specify) _____</p> <hr/> <p>d) COMMUTATION</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p>
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 (Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

<p>7. a) CUMULATION OF LEAVE CREDITS</p> <p>as of _____</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:33%;">Vacation</th> <th style="width:33%;">Sick</th> <th style="width:33%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> <td style="text-align: center;">Days</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">_____ (Personnel Officer)</p>	Vacation	Sick	Total	_____	_____	_____	Days	Days	Days	<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Disapproval due to _____</p> <hr/> <p style="text-align: right; margin-top: 10px;">_____ (Authorized Official)</p>
Vacation	Sick	Total								
_____	_____	_____								
Days	Days	Days								

<p>7. c) APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify) _____</p> <p style="text-align: center; margin-top: 20px;">_____ (Signature)</p> <p style="text-align: center; margin-top: 20px;">_____ (Authorized Official)</p>	<p>7. d) DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>
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