

## PROCEDURE IN PROCESSING LEAVE APPLICATION

### TYPE OF LEAVE: MAGNA CARTA FOR WOMEN/SPECIAL PRIVILEGE FOR WOMEN

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED	WHO ARE ENTITLED	LEGAL BASIS
1	<p><b>PREPARATION OF LEAVE APPLICATION FORM (CS Form No. 6) AND REQUIREMENTS</b></p> <p><i>Note:</i>  <u>- Special Leave Privilege for Women must be filed at least thirty (30) days prior to the scheduled date of operation. In instances when a qualified female employee undergoes an emergency surgical procedures, the said leave application shall be filed immediately upon the employee's return from such leave together with the required documents.</u></p> <p><u>- MCW leave benefit program covers gynecological disorders of the following organs: breast, cervix, vagina, uterus, ovary, vulva, perineum, and introitus. The special leave covers major and minor procedures. Minor procedures require a recovery period a maximum of two weeks (14 calendar days) whereas major ones can range from three weeks to two months (22 to 60 calendar days).</u></p>	Personnel Concerned must properly fill-out the Leave Application Form with required documents and submit it to the designated Chief Admin. Officer of their respective unit;	Applicant	a. CS Form No. 6 with CS Form No. 6-A (if applicable); b. Endorsement Memorandum from the Unit Director; c. Office/Unit Clearance; d. LMS Certification (for agents or employees with issued fire arms); e. LPS Certification (for agents or employees with court hearings); f. DEO Case Load Sheet / List of all pending drug cases handled (with current status); g. Affidavit of Undertaking; h. Letter/s to court and trial prosecutor informing them of the nature of leave, period of leave, and that he/she will not be available to appear as witness in court during the time of leave f. Medical Certificate or Medical Record (A medical certificate issued by a competent medical authority, preferably a gynecological specialist)	a) May be availed by any female employee who has rendered at least 6 months aggregate service in any government agencies for the last 12 months prior to undergoing surgery.  b) Availment of the said special leave benefits shall be in accordance with the List of Surgical Operations for Gynecological Disorders on MC No. 25 s. 2010	<p><b>RA 9710</b></p> <p><b>CSC MC. No. 25 s. 2010</b></p>
2	<b>SUBMISSION OF LEAVE FORM/S TO HRMS</b>	Concerned Office/Regional HRMO forwards application with complete requirements for Maternity Leave to HRMS	Regional/Office HRMO			
3	<b>PROCESSING OF LEAVE APPLICATION</b>	Fill-in Leave Credit Balance in the Leave Form Prepare Agency Clearance for Routing Upon return of Agency Clearance prepare CSW to DG, PDEA for approval	GELAI			
4	<b>APPROVAL OF LEAVE APPLICATION</b>	Approves/Disapproves Leave Applications	Director General, PDEA			

5	UPDATING OF RECORDS	<p>If approved, the concerned Regional office shall be furnished a copy of the approved leave. Otherwise, employee concerned shall be approved of the reason of disapproval</p> <p>Update Leave Card and other pertinent records</p>	GELAI BUBOY			
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**HRMS Direct Line : 8920-3760**

**HRMS Local : 128, 140**

**PDEA Trunkline : 8927-9702**

**Email Address: [ahrs@pdea.gov.ph](mailto:ahrs@pdea.gov.ph)**