

PROCEDURE IN PROCESSING REHABILITATION LEAVE APPLICATION

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED	WHO ARE ENTITLED	LEGAL BASIS
1	<p>PREPARATION OF LEAVE APPLICATION FORM (CS FORM NO. 6) AND REQUIREMENTS;</p> <p><i>NOTE:</i></p> <p>- THE DURATION, FREQUENCY AND TERMS OF THE REHABILITATION LEAVE SHALL BE BASED ON THE RECOMMENDATION OF MEDICAL AUTHORITY;</p> <p>- REHABILITATION LEAVE MUST BE APPLIED WITHIN SEVEN (7) DAYS AFTER THE INCIDENT</p> <p>- OFFICIALS AND EMPLOYEES WHILE ON REHABILITATION LEAVE DO NOT EARN AND ACCUMULATE VACATION OR SICK LEAVE.</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;	Concerned Employee	<p>a. CS Form No. 6 with CS Form No. 6-A (if applicable);</p> <p>b. Endorsement Memorandum from the Unit Director;</p> <p>c. Office/Unit Clearance;</p> <p>d. LMS Certification (for agents or employees with issued fire arms);</p> <p>e. LPS Certification (for agents or employees with court hearings);</p> <p>f. DEO Case Load Sheet / List of all pending drug cases handled (with current status);</p> <p>g. Affidavit of Undertaking;</p> <p>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</p> <p>f. Medical Certificate or Medical Record</p>	Rehabilitation Leave can be availed for a maximum of six (6) months for wounds and injuries sustained in the performance of duty;	<p>- REHABILITATION LEAVE (Sec. 55, Rule XVI, Omnibus Rules Implementing EO No. 292);</p> <p>- CSC MC No. 41 s. 1998;</p> <p>- CSC-DBM s. 01 s. 2006 as amended by CSC-DBM No. 1 s. 2015;</p>
2	SUBMISSION OF LEAVE FORM/S TO HRMS	Concerned Office/Regional HRMO forwards application with complete requirements for Maternity Leave to HRMS	Regional/Office HRMO			
3	PROCESSING OF LEAVE APPLICATION	Fill-in Leave Credit Balance in the Leave Form	GELAI BUBOY			
		Prepare Agency Clearance for Routing				
		Upon return of Agency Clearance prepare CSW to DG, PDEA for approval				

4	APPROVAL OF LEAVE APPLICATION	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			

HRMS Direct Line : 8920-3760
HRMS Local : 128, 140
PDEA Trunkline : 8927-9702
Email Address: ahrs@pdea.gov.ph