

PROCEDURE IN PROCESSING STUDY LEAVE APPLICATION

MATERNITY LEAVE (R.A. No 11210 / IRR issued by CSC, DOLE, and SSS)

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<p>PREPARATION OF LEAVE APPLICATION FORM (CS Form No. 6) AND REQUIREMENTS</p> <p><i>Note: Maternity Leave must be filed at least thirty (30) days prior to the delivery of the child</i></p> <p>ENTITLED: Any pregnant female worker in the government service, regardless of employment status, length of service and civil status</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	<ul style="list-style-type: none"> 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
2	SUBMISSION OF LEAVE FORM/S TO HRMS	Concerned Office/Regional HRMO forwards application with complete requirements for Maternity Leave to HRMS	Regional HRMO	<p>For more information regarding the 105-Day Expanded Maternity Leave under RA 11210:</p> <p>https://pcw.gov.ph/availment-of-the-105-day-expanded-maternity-leave-under-republic-act-11210-faqs/</p>
3	PROCESSING OF LEAVE APPLICATION	<p>Fill-in Leave Credit Balance in the Leave Form</p> <p>Prepare Agency Clearance for Routing</p> <p>Upon return of Agency Clearance prepare CSW to DG, PDEA for approval</p>	GELAI	
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	
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Paternity Leave with CS Form No. 6-A				
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1	PREPARATION OF LEAVE APPLICATION FORM (CS Form No. 6) AND REQUIREMENTS	Fill-out PDEA Leave Application Form (CS Form No. 6) and CS Form No. 6-A and prepare necessary attachments;	Concerned Employee	<p>a. CS Form No. 6 with CS Form No. 6-A;</p> <p>b. Endorsement Memorandum;</p> <p>c. Proof of Relationship (any of the following):</p> <ul style="list-style-type: none"> - Child's Birth Certificate; - Marriage Certificate; - Barangay Certificate; - Other bona fide document/s that can prove filial relationship <p>d. For Paternity Leave (using CS Form No. 6-A), please attach all required documents as provided in the form</p>
2	SUBMISSION OF LEAVE FORM/S TO HRMS	Concerned Office/Regional application with complete requirements for Paternity Leave (using CS Form No. 6-A) to HRMS	Regional/Office HRMO	
		Fill-in Leave Credit Balance in the Leave Form		
3	PROCESSING OF LEAVE APPLICATION	Prepare Agency Clearance for Routing	GELAI	
		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	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	GELAI	

HRMS Direct Line : 8920-3760

HRMS Local : 128, 140

PDEA Trunkline : 8927-9702

Email Address: ahrs@pdea.gov.ph