



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 February 2026

DIVISION MEMORANDUM
No. **115** s. 2026

APPLICATION FOR MATERNITY LEAVE AND/OR SICK LEAVE OF ABSENCE FOR MORE THAN FIVE (5) DAYS AND BEYOND RELATIVE TO SUBSTITUTE TEACHER ENGAGEMENT AND SUBMISSION OF RETURN-TO-WORK REQUIREMENTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to the Omnibus Rules on Leave under Civil Service Commission (CSC) Memorandum Circular No. 41, s. 1998, as amended by CSC MC No. 14, s. 1999, CSC MC No. 25, s. 2005, CSC MC No. 27, s. 2016, CSC MC No. 5, s. 2019, and CSC MC No. 10, s. 2020 (Expanded Maternity Leave Law – RA 11210), and other existing Department of Education policies, this Office informs all concerned personnel of the mandatory procedures governing the application and processing of maternity leave and sick leave beyond five (5) days.

2. In accordance with Rule XVI, Section 16 of the Omnibus Rules on Leave, a medical certificate **shall** be required for sick leave of **more than five (5)** consecutive days. In case medical consultation was not availed of, an **affidavit** should be executed by an applicant.

3. For Maternity Leave and Sick Leave one (1) month or exceeding, all concerned personnel are advised to strictly observe the following procedures:

a. Filing of Leave and Engagement of Substitute Teacher

i. Submission of Required Documents

The concerned teacher shall file the following duly accomplished forms/documents to the Office of the School Head prior to the commencement of maternity leave or prolonged sick leave:

- 1) **Application for Leave (CSC Form No. 6, Revised 2020)** – indicating the specific inclusive dates of leave;
- 2) **Medical Certificate (CS Form No. 41)** – issued by the attending physician;
- 3) **Birth Certificate of the newborn child** – applicable for maternity leave.

Note: The Medical Certificate may be submitted **within one (1) to two (2) days after the date of delivery**. The Birth Certificate shall be submitted **not later than two (2) weeks after the date of delivery**.

ii. Processing and Request for Substitute Teacher

The School Head, with the assistance of the Administrative Officer, shall:

- 1) Review and record the submitted documents;
- 2) Prepare the letter request for engagement of Substitute Teacher; and
- 3) Forward the same to the Schools Division Office through the Records Section.

No Substitute Teacher shall be engaged or deployed unless the required documents are properly filed and submitted, in compliance with CSC and DepEd personnel policies.

In case of **adjustment of leave dates**, the concerned teacher shall submit a new Application for Leave (CSC Form No. 6) reflecting the revised dates, duly recommended by the School Head.

b. Issuance of Fit-to-Work Clearance

Pursuant to CSC personnel health and safety standards and agency medical evaluation procedures:

- i. Prior to resumption of duty, the concerned employee shall secure a **Fit-to-Work Clearance** from the attending physician.
- ii. The employee shall submit the Fit-to-Work Clearance to the Medical Section and undergo appropriate medical evaluation by the Medical Officer or Attending Physician of the Schools Division Office.
- iii. When the concerned employee secured the medical clearance, the employee shall submit the approved Fit-to-Work Clearance to the Records Section on or before the assumption of duty.

Note: Resumption to duty without the required medical clearance is **highly discouraged**, this is to ensure the fitness for work and protection of employee's welfare.

4. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: None

Reference: Omnibus Rules on Leave
To be indicated in the Perpetual Index
under the following subjects:

SICK LEAVE
MATERNITY LEAVE

OSDS Personnel Unit – application for maternity leave and/or sick leave of absence for more than five (5) days and beyond relative to substitute teacher engagement and submission of return-to-work requirements
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