

**DENR Memorandum Circular**

**No. 2001 – 10**

**May 18, 2001**

**SUBJECT : Granting Study Leave Privilege to DENR Employees Preparing for their Board/Bar Examinations or Completing their Master's Degree Program.**

Pursuant to Section 68 of Civil Service Memorandum Circular No. 14, s. 1999 entitled "Additional Provisions and Amendments to CSC Memorandum Circular No. 41, s. 1998" dated 23 August 1999, the following guidelines (as quoted) are hereby adopted:

**Section 1.** "SEC. 68. - STUDY LEAVE. OFFICIALS AND EMPLOYEES, EXCLUDING THOSE IN THE TEACHING PROFESSION WHO ARE COVERED BY DIFFERENT PROVISIONS OF LAW, MAY BE ENTITLED TO STUDY LEAVE SUBJECT TO THE FOLLOWING CONDITIONS:

- a. THE STUDY LEAVE IS A TIME OFF FROM WORK NOT EXCEEDING SIX MONTHS WITH PAY FOR THE PURPOSE OF ASSISTING QUALIFIED OFFICIALS AND EMPLOYEES TO PREPARE FOR THEIR BAR OR BOARD EXAMINATIONS OR TO COMPLETE THEIR MASTERAL DEGREE. THE LEAVE SHALL BE COVERED BY A CONTRACT BETWEEN THE BENEFICIARY THEREOF AND THE AGENCY OR HIS REPRESENTATIVE.
- b. THE BENEFICIARY FOR SUCH LEAVE SHALL BE SELECTED BASED ON THE FOLLOWING QUALIFICATION REQUIREMENTS:
  - 1) THE OFFICLAL/EMPLOYEE MUST HAVE GRADUATED WITH A BACHELOR'S DEGREE WHICH CONSEQUENTLY REQUIRES THE PASSING OF

GOVERNMENT BAR AND BOARD LICENSURE EXAMINATIONS. FOR THESIS WRITING OR COMPREHENSIVE EXAMINATION, THE OFFICIAL/EMPLOYEE, MUST HAVE COMPLETED ALL THE ACADEMIC REQUIREMENTS FOR A MASTERAL DEGREE.

- 2) THE PROFESSION OR FIELD OF STUDY TO BE PURSUED MUST BE RELEVANT TO THE AGENCY OR TO THE OFFICIAL DUTIES AND RESPONSIBILITIES OF THE CONCERNED OFFICIAL OR EMPLOYEE.
- 3) MUST BE A PERMANENT EMPLOYEE.
- 4) MUST HAVE RENDERED AT LEAST TWO YEARS OF SERVICE WITH AT LEAST VERY SATISFACTORY PERFORMANCE FOR THE LAST TWO RATING PERIODS IMMEDIATELY PRECEDING THE APPLICATION.
- 5) MUST HAVE NO PENDING ADMINISTRATIVE AND CRIMINAL CHARGES.
- 6) MUST NOT HAVE ANY CURRENT FOREIGN OR LOCAL SCHOLARSHIP GRANT.
- 7) MUST HAVE FULFILLED THE SERVICE OBLIGATION OF ANY PREVIOUS SCHOLARSHIP AND TRAINING CONTRACT.

THE SERVICE OBLIGATION MUST BE ON THE BASIS OF THE FOLLOWING FORMULA:

PERIOD	SERVICE OBLIGATION
ONE (1) MONTH TO THREE (3) MONTHS	TWO (2) YEARS

MORE THAN THREE MONTHS (3)            THREE (3) YEARS

MONTHS TO SIX (6) MONTHS

IN CASE THE OFFICIAL OR EMPLOYEE FAILS TO RENDER IN FULL THE SERVICE OBLIGATION REFERRED TO IN THE CONTRACT ON ACCOUNT OF VOLUNTARY RESIGNATION, OPTIONAL RETIREMENT, SEPARATION FROM THE SERVICE THROUGH HIS OWN FAULT, OR OTHER CAUSES WITHIN HIS CONTROL, HE SHALL REFUND THE GROSS SALARY, ALLOWANCES AND OTHER BENEFITS RECEIVED WHILE ON STUDY LEAVE BASED ON THE FOLLOWING FORMULA:

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

WEERE:        R        REFUND  
                  TCR    TOTAL COMPENSATION RECEIVED  
    (GROSS SALARY, ALLOWANCES  
    AND OTHER BENEFITS RECEIVED  
    WHILE ON STUDY LEAVE)  
                  SOS    SERVICE OBLIGATION SERVED  
                  SOR    SERVICE OBLIGATION REQUIRED

THE OFFICIAL/EMPLOYEE BENEFICIARY OF THE STUDY LEAVE SHALL INFORM HIS AGENCY IN WRITING, THROUGH THE PERSONNEL OFFICE OF HIS FAILURE TO PURSUE HIS STUDIES. OR HIS FAILURE TO TAKE THE BAR/BOARD EXAMINATION FOR WHICH HE WAS GRANTED THE STUDY LEAVE."

**Sec. 2. Other Provisions.** The ultimate paragraph of CSC Memorandum Circular No. 14, s. 1999 allows the agency to formulate its own internal guidelines. The following are additional provisions in the operationalization of the said circular:

- 2.1 Documentary requirements:
  - 2.1.1 Personal Data Sheet
  - 2.1.2 Service Record
  - 2.1.3 Certification from the Regional Executive Director/Regional Director on the following:
    - 2.1.3.1 that the applicant has no pending administrative and criminal case;
    - 2.1.3.2 that the absence of the applicant will not affect the operations of the unit where he/she is assigned;
    - 2.1.3.3 that the applicant does not have any current foreign or local scholarship;
    - 2.1.3.4 that the applicant has fulfilled the service obligation of any previous scholarship and training contract; and
    - 2.1.3.5 performance rating for the last two rating periods

2.2 Employees/officials who wish to avail of this privilege must submit their applications together with the documents indicated in Section 2.1 of this Memorandum Circular to the, Chair, DENR Scholarship Committee through the Director, Human Resource Management Service.

The Scholarship Contract signed by the applicant and the Regional Executive Director (RED)/Regional Director (RD) must be submitted together with the requirements. It shall be effective upon approval of the application by the Secretary through the issuance of a Special Order.

- 2.3 Those who have previously availed of the DENR Local and Foreign Scholarship Program or the Civil Service Local Scholarship Program, but who have not completed their programs within the period as stipulated in their contracts are not entitled to the privilege under this Memorandum Circular.
- 2.4 Officials/employees can avail of this privilege only once. Failure to complete the board/bar review classes or pass the board/bar examinations or complete their master's degree programs

(comprehensive and/or thesis process) within the period of the grant does not entitle the official or employee to another privilege or extension. Extensions of study leave shall be charged against the official's/ employee's leave credits.

2.5 Deferments of the study privilege shall not be allowed.

2.6 Due to budgetary constraints, there shall be no financial assistance to be extended by the DENR.

2.7 The RED/RD shall submit a report on the academic status of the officials/ employees who availed of the study privilege. Such report shall contain, among others, the following:

- a. the review school or educational institution where the board/bar reviewees and thesis writers are enrolled respectively;
- b. date of board/bar examinations or date of completion of thesis process,
- c. documentary proofs of enrollment;
- d. approved thesis outline; and,
- e. other information which the RED/RD deem as necessary.

This Memorandum Circular supersedes DENR Memorandum Circular No. 14, s. 1995 and all other orders, circulars, and memoranda inconsistent herewith.

**(Sgd.) HEHERSON T. ALVAREZ**  
Secretary