



**ADMINISTRATIVE ORDER**  
**No. 2003 - 01**

**SUBJECT: DELEGATION OF AUTHORITY ON THE APPROVAL OF LEAVE OF ABSENCES, MATERNITY AND TERMINAL LEAVES**

In the interest of service and in view of the Department's restructuring, and until a Revised Manual of Approvals is approved, the following authorities are delegated pertaining to the approval of leave of absences, maternity and terminal leaves.

**LEAVE OF ABSENCES (WITH OR WITHOUT PAY)**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>31 Days to 1 Year</b>		
Division Chief and Above	Dir. Administrative Service / Bureau Director / RED	Secretary
Below Division Chief		
Central Office	Head of Office	Dir., Administrative Service
Bureau	Administrative-Finance Chief	Bureau Director
Regional Office/ PENRO/CENRO	Administrative Chief / PENRO/CENRO	RED

**MATERNITY LEAVE**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>For 2 Months</b>		
CENTRAL OFFICE	Head of Office	Dir., Administrative Service
BUREAU	Administrative-Finance Chief	Bureau Director
REGIONAL OFFICE	Administrative Chief	RED
PENRO/CENRO	Administrative Officer/CENRO	PENRO

**TERMINAL LEAVE**

DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Director Level and Above	Dir., Administrative Service	Secretary
<b>CENTRAL OFFICE</b>		
Division Chief & Below	Head of Office	Dir., Administrative Service
<b>BUREAU</b>		
Division Chief & Below	Administrative-Finance Chief	Bureau Director
<b>REGIONAL OFFICE</b>		
Division Chief and Below	Administrative Chief/PENRO/ CENRO	RED
<b>PENRO/CENRO</b>		

This Order takes effect immediately and all other provisions of Department Administrative Order No. 2000-11 dated 08 February 2000 on Leave of Absences particularly item nos. 1, 3 and 5 shall remain in force.

*Manila, Philippines*