

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

338

December 15, 1987

MEMORANDUM NO. 148  
Series of 1987

TO: All Faculty Members & Staff

RE: Guidelines on the Filing of Application for Vacation Leave  
of Absence

Reproduced hereunder are guidelines contained in the Civil Service Commission Memo-Circular No. 2, s. 1985 to guide all concerned in the filing of leave applications:

1. Pursuant to the Civil Service Rules, leave of absence, for any reason other than serious illness of an officer or employee or any member of his family, must be contingent upon the needs of the service. Hence, the grant of vacation leave is discretionary on the part of the agency head or authority concerned. Thus, the mere filing of such leave application does not entitle an officer or employee to go on leave outright.
2. An application for leave shall be properly cleared with the immediate supervisor and the Director/Department Heads concerned, who shall determine the contingency of the officer's and employee's service. An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence but his absence shall not be deducted from his accredited leave credits, if there are any.
3. An application for leave of absence for thirty (30) days or more shall be accompanied by a clearance. The Director concerned shall see to it that the said clearance has been duly recommended by the Division Chief concerned before approval of such leave application or recommendation of the same to higher authorities.
4. The agency should notify in writing the employee, who is absent without leave (AWOL) for thirty (30) days, to report within five (5) days from receipt of notice, otherwise, he shall be dropped from the rolls.
5. Before going on vacation leave of absence, the officer or employee concerned shall see to it that his application for leave was approved by proper authorities. The Personnel Officer or other officer-in-charge thereof shall furnish the said officer or employee copy of his approved or disapproved application.
6. In the application for leave of absence, the purpose or reason thereof shall be clearly indicated, and where the purpose or reason for such leave is for employment in private or other government offices, either inside or outside the country, such application shall be denied outright.
7. Any misrepresentation made in the application for leave shall be ground for disciplinary action.

For information and guidance.

M. R. VILLANUEVA  
President