



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



March 3, 2025

DIVISION MEMORANDUM

No. 141, s.2025

REITERATION ON APPLICATION FOR SICK LEAVE OF ABSENCE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads
Service/Unit Heads
All Others Concerned

1. In line with the provisions under Section 53 of Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292, this memorandum is issued to reinforce and guide employees in the proper filing procedures for sick leave applications.

a. Sick Leave Application Requirements

Sec. 53. All applications for sick leave of absence for one full day or more shall be made using the prescribed form and filed **immediately upon an employee's return** from the leave. However, notice of absence should be communicated to the immediate supervisor and/or the agency head.

- **Sick leave in excess of five (5) consecutive days** shall require a **proper medical certificate**.
- Sick leave can be applied in advance when an employee is required to undergo medical examination or surgery or is advised to rest due to ill health, supported by a medical certificate.
- For sick leave applications of **five (5) days or fewer**, the head of the department or agency shall assess whether sick leave is appropriate under the circumstances. In case of doubt, a medical certificate may be requested (Amended by CSC MC No. 1, s. 1998).

b. Online Leave System Filing Procedure

- Employees are required to file their sick leave applications through the **Online Leave System (OLS)** upon returning to work.
- Failure to submit the sick leave application **within one day** of returning will result in the absence being tagged as **without pay**.



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- If the sick leave extends beyond **five (5) consecutive days**, a **medical certificate** must be uploaded in the system as part of the leave application.
 - c. Teachers are advised to **upload all Special Order for Service Credits** into the system to ensure accurate recording of their service credits balances.
 - d. In the event of **system downtime** during the filing of leave applications, employees should submit justification/proof of the issue for validation by the ICT office.
2. Immediate and wide dissemination of this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl.: None

To be indicated in the Perpetual Index
Under the following subjects:

POLICY

WMM/DM – Reiteration on Application for Sick Leave of Absence
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