

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

October 2, 1989

DECS O R D E R
No. 93, s. 1989

SUPPLEMENTARY GUIDELINES ON APPLICATIONS OF EMPLOYEES TO TRAVEL
ABROAD DURING THEIR VACATION LEAVE OF ABSENCE

To: Regional Directors
Cultural Agency Directors
School Superintendents
Vocational School Superintendents/Administrators

1. It has been observed in a number of applications of employees for travel abroad that their applications for vacation leave of absence have not been filed before the leave was undertaken and in some instances the employee had left the country even before his application had been approved by this Office. Attention is invited to existing regulations that approval of vacation leave is contingent upon the needs of the service and an employee should not be allowed to go on vacation leave until his application is approved by proper authority.

2. Employees who go on vacation leave without prior approval are considered absent without official leave (AWOL) and therefore not entitled to payment of their salary during such leave. Their applications for leave of absence should be disapproved and they should be advised to report for duty, otherwise, they shall be dropped from the service after thirty (30) days from the effectivity of their leave.

3. In this connection, it is requested that applications of employees to travel abroad be accomplished and submitted together with the following papers/documents.

- a. Application for vacation leave on C. S. Form 6 (Revised 1985), properly accomplished. The application should state the specific purpose for the leave and the country to be visited. The recommending official, in the first instance, e.g. the principal or immediate supervisor, is responsible in ascertaining the reasonableness of the purpose and length of leave to prevent undue expense for substitutes. The application should be duly recommended and/or approved by proper authority before the effective date of leave.

- b. Certificate from head of office concerned that the employee has no pending administrative/criminal case.
- c. Clearance from all money and/or property responsibility if the leave covers a period of thirty (30) days or more.
- d. Certificate from employee stating the expected date of departure from the country.

4. Applications for permission to travel abroad received in this Office on or after the effectivity of the vacation leave of absence shall be disapproved.

5. It is desired that this Order be brought to the attention of all officials, teachers and employees for their information.

6. Strict compliance is likewise desired.

(SGD.) LOURDES P. QUIGUMBING
Secretary

References:

- MECS Orders: Nos. 26, s. 1985
and 12, s. 1986
- DECS Order: No. 50, s. 1989

Allotment: 1-2-3--(M.O. 1-87).

To be indicated in the Perpetual Index
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