

PROCEDURES FOR THE AVAILMENT OF THE TEN (10) DAYS LEAVE (UNDER REPUBLIC ACT NO. 9262, VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF 2004)

1. The employee shall accomplish CSC Form No. 6 (Leave Application) in two (2) original copies and submit the same to the Personnel Division for evaluation as to the completeness of the documentary requirements.
2. The leave application shall be accompanied by the following documentary requirements:
 - Medical Certificate
 - Barangay Protection Order
 - Temporary/Protection Order obtained from the court;
 - Certification issued by the Punong Barangay or Prosecutor or the Clerk of Court that the application for BPO, TPO, or PPO has been filed with the said Office shall be sufficient to support the application for the ten (10) days leave, if Protection Order is not yet issued by the Barangay or the Court; and
 - Police Report specifying the details of the occurrence of violence on the victim may be considered at the discretion of the immediate supervisor of the woman employee.
3. Upon evaluation by the Personnel Division of the application, the same shall be submitted to the concerned recommending/approving official following the rules on delineation of functions/delegation of authorities.
4. Upon approval or disapproval by the concerned official of the application, the same shall be released to the Personnel Division.
5. A copy of the approved application shall be released by the Personnel Division to the concerned employee. The other one is retained at the Personnel Division for file.