



Republic of the Philippines  
Department of Environment and Natural Resources  
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OCT 04 2023

**MEMORANDUM CIRCULAR**  
**No. 2023 - 03**

**SUBJECT : REVISED GUIDELINES ON THE GRANT OF STUDY LEAVE PRIVILEGES OF DENR OFFICIALS AND EMPLOYEES**

Pursuant to Civil Service Commission Memorandum Circular No. 21 s. 2004, the DENR adopts the following guidelines in the evaluation and approval of requests for study leave privileges.

**I. BASIC POLICY**

It is the Department's policy to provide opportunities for the professional growth and career development of its human resource. In support of this policy, the DENR grants opportunities to officials and employees to file for study leave privileges covering the review period in preparation for bar/board examinations and the completion of Master's Degree.

**II. OBJECTIVES**

These guidelines aim to:

- a. Support and promote the career advancement of officials and employees, particularly in pursuing higher qualifications and professional growth;
- b. Grant opportunities to officials and employees to take a leave for work during review period in preparation for bar/board examinations and the completion of a Master's Degree; and
- c. Define the requirements, procedures, and obligations in the grant of study leave privileges of officials and employees in the DENR.

**III. SCOPE AND COVERAGE**

These guidelines shall apply to all DENR officials and employees with permanent appointments.

**IV. DEFINITION OF TERMS**

- a. **Study Leave** - refers to time off from work with pay for qualified officials and employees to help them prepare for their bar or board examinations or completion of their Master's Degree.

- b. **Grantee** - refers to the official or employee to whom a study leave privilege is granted.
- c. **Human Resource Development Committee (HRDC)** – refers to the internal committee responsible for the formulation of policies/guidelines; and review and evaluation of scholarship/training/study leave applications related to the learning and development needs of employees and officials in the Department.
- d. **Service Obligation Contract** - refers to the agreement between the grantee and the grantor, especially one that is written and enforceable by law.
- e. **Refund** - refers to the amount to be paid by the official/employee in case of failure to fulfill the obligations in relation to the study leave availed.
- f. **Period of Study Leave** – refers to the number of months granted, as shown in the application for leave and service obligation contract.

**V. AUTHORIZED STUDY LEAVE PERIOD**

The following are the authorized study leave privileges:

Purpose	Maximum Period of Grant
Bar Review and Examinations	6 months
Board Review and Examinations	
Master's Degree Completion	4 months

**VI. QUALIFICATIONS**

Officials/employees who wish to avail of the study leave must meet the following requirements:

- a. Must hold a permanent appointment<sup>1</sup> with at least two (2) years of service;
- b. Must have no pending administrative and/or criminal charges;
- c. Must not have any current foreign or local scholarship grant;
- d. Must have fulfilled the service obligation of any previous training/scholarship/study leave grant;
- e. For bar/board review and examinations, must have a bachelor's degree that requires the passing of the bar or a board licensure examination; and
- f. For completion of a Master's degree, must have completed all the academic requirements.
- g. As the purpose of granting a study leave is to develop a critical mass of competent and efficient employees which will redound to the improvement of the agency's delivery of public services, employees

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<sup>1</sup> Memorandum Circular No. 21, series of 2004 re: "Amendment to Section 68 of CSC MC No. 14, s. 1999 relative to the Guidelines on Study Leave"

with coterminous appointment may be allowed to avail of the study leave provided that they fulfill the following:

- i. Meet requirements under items b, c, d, and e;
- ii. Would be able to fulfill the required service obligation; and
- iii. Are not related to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4<sup>th</sup> degree of affinity or consanguinity.

## 6.1 Documentary Requirements

The following documents shall be required:

- a. Letter/Memorandum Request addressed to the Approving Authority<sup>2</sup> duly noted by the immediate supervisor endorsing the request for Study Leave;
- b. Duly accomplished Application for Leave<sup>3</sup> with Office Clearance;
- c. Updated Personal Data Sheet with Work Experience Sheet, duly signed by the authorized person administering oath;
- d. Proof of enrollment in review classes for board/bar examinations; otherwise, self-certification for self-review;
- e. Proof of registration in the graduate program;
- f. Self-certification for Completion of Master's Degree duly noted by respective adviser;
- g. Certification of No Pending Administrative Case;
- h. Certification from the Director for Human Resource Development Service/Assistant Regional Director for Management Services/Bureau Assistant Director, indicating that the applicant:
  - i. Does not have any current foreign or local scholarship grant;
  - ii. Has rendered and completed the service obligation under previous grants, if applicable;
  - iii. Received a Very Satisfactory performance rating for the last two (2) rating periods;
- i. Certification from the immediate supervisor stating that the absence of the applicant will not affect the operations of the unit where the latter is assigned.

## 6.2 Procedure for Application

6.2.1 Applicant shall submit duly accomplished Application for Leave (CS Form No. 6. s.2020), including all documentary requirements to the respective HRDC Secretariat at least one (1) month before the period of study leave requested to allow time for processing and action of relevant offices.

6.2.2 Upon receipt, the HRDC Secretariat shall check and verify the completeness of all documents submitted, and conduct an initial

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<sup>2</sup> Section II pg. 16-18 of DENR Administrative Order No. 2022-09 re: "*Manual of Authorities on Human Resource Matters*" dated 30 May 2022

<sup>3</sup> Civil Service Commission Form No. 6 s.2020

evaluation to determine the qualification of the applicant. Applications for study leave shall no longer be deliberated by HRDC.

6.2.2.1 If the applicant has submitted complete requirements and is deemed qualified, the HRDC Secretariat shall forward the application to the Personnel Division/Section/Unit, copy furnished the applicant, for the processing of the leave form and office clearance, preparation of corresponding Special Order and Service Obligation Contract, and transmit a copy of the latter to the applicant; and

6.2.2.2 If the applicant did not meet the qualification requirements or with incomplete supporting documents, the HRDC Secretariat shall return his/her application, with information on the reason for disqualification or the lacking documentary requirements.

6.2.3 The Application for Leave, Office Clearance, Special Order, and Service Obligation Contract shall be signed by the authorized officials;

6.2.4 The Personnel Division/Section/Unit, through the Records Management Division/Section, shall provide the concerned parties and offices with a copy of the signed Order and contract, copy furnished HRDC Secretariat.

### 6.3 Monitoring of Grantees

6.3.1 Respective approving authorities from the Bureaus, Regional Offices, and Attached Agencies shall submit a semi-annual report (annex c) on the number and status of those who availed of study leave, as well as issues/concerns encountered, if any, to the Secretary through the HRDC-Central Office (CO) for record and monitoring purposes.

6.3.2 The HRDC-CO Secretariat shall consolidate all reports from Bureaus, Regional Offices, and Attached Agencies and submit these to the Secretary through the Supervising Undersecretary for HR by the end of every semester.

## **VII. RESPONSIBILITIES OF GRANTEE**

1. Inform the immediate supervisor of the start of review sessions or enrollment in a Master's Degree program;
2. Undertake the accomplishment of an Office Clearance before taking the study leave;
3. Comply with the terms and obligations as provided in the contract; and
4. Submit reporting for duty with documentary proofs of completion/examination to the Secretary and/or authorized representative, copy furnished HRDC Secretariat and Personnel Division for 201 File.

## **VIII. SERVICE OBLIGATION**

1. The grantee of the study leave shall serve the corresponding obligation, as shown below:

Period of Grant	Service Obligation
One (1) month to less than two (2) months	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) to six (6) months	Two (2) years

2. In case of failure to serve or complete the service obligation due to voluntary resignation, optional retirement, separation from the service, transfer to other agencies, and other causes within the control of the official/employee<sup>4</sup>, he/she shall refund the gross amount of salary, allowances, and other benefits received while on study leave, proportionate to the service obligation required, based on the following formula (as per *Memorandum Circular No. 21, series of 2004*):

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

- Where:
- R = Refund
  - TCR = Total Compensation Received (gross salary, allowances and other benefits received while on study leave)
  - SOS = Service Obligation Served
  - SOR = Service Obligation Required

3. In case of refund, the Head of HR and Administrative Office/Division/Section/Unit shall be authorized to automatically deduct the refund benefits received proportionate to the balance of the service obligation from the salary/retirement terminal leave and other benefits of the official/employee.
4. If the official/employee neither honors the abovementioned terms and conditions nor delivers what he/she has agreed to perform, and after all administrative remedies have been exhausted, DENR shall take the appropriate legal action to recover all funds received by the official/employee from the study leave.
5. Refund of ALL expenses may be condoned only on the following conditions:
- a. Separation from the government due to abolition of the office or position being held by the grantee; and
  - b. Death or permanent disability
6. Office clearance shall not be issued unless service obligation and/or corresponding refund of study leave benefits has been settled.

<sup>4</sup> CSC MC No. 30, July 20, 1989: "Guidelines in the Application of Penalties in Administrative Cases"

**IX. SEPARABILITY CLAUSE**

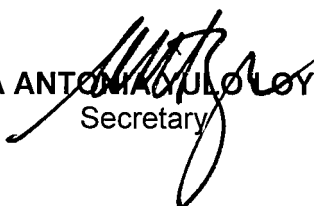
If any provision of this Circular shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

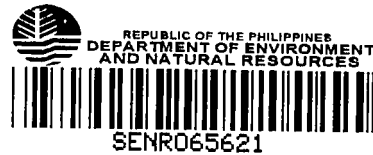
**X. REPEALING CLAUSE**

All existing issuances, Orders, Memoranda, and Circulars or portions thereof which are inconsistent herewith are hereby superseded or amended accordingly.

**XI. EFFECTIVITY**

This Circular shall take effect immediately.

  
MARIA ANTONIA YULO LOYZAGA  
Secretary





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**SPECIAL ORDER**

No. 2023-\_\_\_\_\_

**SUBJECT: AUTHORIZING \_\_\_\_\_ TO AVAIL OF STUDY LEAVE PRIVILEGE IN PREPARATION FOR THE \_\_\_\_\_**

Pursuant to DENR Memorandum Circular No. 2023 - \_\_ dated \_\_\_\_\_, entitled "Revised Study Leave Privileges of DENR Officials and Employees in preparation for Board/Bar Review and Examinations and Thesis Writing leading to Completion of Master's Degree", (Name of Applicant), (Position/Designation) of (Place of Assignment), is hereby authorized to avail of study leave privilege from \_\_\_\_\_ to \_\_\_\_\_ to prepare for the upcoming \_\_\_\_\_.

As such, (Name of Applicant) shall execute a Service Obligation Contract (copy attached) and shall be bound by the terms and conditions enumerated under the aforementioned Circular. For this study leave privilege, the required service obligation is \_\_\_\_\_. After the completion of his/her review and examinations, (Name of Applicant) shall submit reporting for duty with documentary proofs of completion/examination to the Secretary and/or authorized representative, through proper channels, copy furnished HRDC Secretariat and Personnel Division for 201 File.

This Order shall take effect only on the dates herein specified.

**APPROVING AUTHORITY**  
(As per DAO No. 2022 - 09 dated 30 May 2022)

Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City

**SERVICE OBLIGATION CONTRACT**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement, entered into this \_\_\_\_\_ at Diliman, Quezon City, Philippines, by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES** hereinafter referred to as **DENR**, represented by (**APPROVING AUTHORITY as per DAO No. 2022 - 09 dated 30 May 2022**) Filipino of legal age, and, (**NAME OF APPLICANT**), Filipino, of legal age, single/married and presently employed as \_\_\_\_\_ of Department of Environment and Natural Resources, hereinafter referred to as **GRANTEE**:

**WITNESSETH:**

WHEREAS, the DENR, in its desire to improve the present capacity of its personnel in order to attain a maximum level of performance on their part, institutes a local scholarship program;

WHEREAS, the DENR had allowed the GRANTEE'S attendance to the review classes in preparation for bar/board examinations and thesis completion on official time with pay and relief from duties and responsibilities for the duration of the grant;

NOW, THEREFORE, for and in consideration of the said premises, both parties have agreed to the following terms and conditions:

**DENR'S RESPONSIBILITIES** through the Grantee's Head of Office:

1. Release the GRANTEE from all duties and responsibilities for the duration of this study leave privilege;
2. Pay the full salary of the GRANTEE including the privileges enjoyed by DENR employees provided such are consistent with policies, rules and regulations; and
3. Submit documents to the Secretary and/or authorized representative, copy furnished HRDC Secretariat and Personnel Division for record and monitoring purposes.

**GRANTEE'S RESPONSIBILITIES:**

1. Enroll for review in preparation for the bar/board review and examinations or thesis writing for completion of Master's Degree for the period covering \_\_\_\_\_ to \_\_\_\_\_ pursuant to DENR Memorandum Circular No. 2023 - \_\_\_\_\_ dated \_\_\_\_\_ on revised study leave privilege;



2. That the GRANTEE, having enjoyed this study leave privilege, shall render the required service obligation in the **DENR** for a period of \_\_\_\_\_, reckoned from the date that he/she had reported back for duty after the duration of the study leave grant on \_\_\_\_\_; and

3. Refund to DENR the gross amount of salary, allowances and other benefits received during the period of the study leave in connection with Approved Special Order computed in accordance with the formula pursuant to the abovementioned Circular for any of the following reasons:

- a. resignation or retirement;
- b. transfer to other institutions;
- c. removal from the service for cause; and
- d. other causes within the GRANTEE'S control.

**IN WITNESS HEREOF**, the parties hereunto set their signatures this \_\_\_\_\_, in \_\_\_\_\_, Philippines.

**APPROVING AUTHORITY**  
(as per DAO No. 2022 - 09 dated 30 May 2022)

**GRANTEE**

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 2023 in \_\_\_\_\_,  
personally appeared \_\_\_\_\_ with Passport/CTC/ID No. \_\_\_\_\_ issued at \_\_\_\_\_  
on \_\_\_\_\_ and \_\_\_\_\_ with Passport/CTC/ID No. \_\_\_\_\_  
issued at \_\_\_\_\_ and valid until \_\_\_\_\_, respectively known to  
me to be the same persons who executed the foregoing instrument and they  
acknowledge to me that the same is their free act and deed.

**IN WITNESS HEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_.

NOTARY PUBLIC

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Book No. \_\_\_\_\_  
Series of 20\_\_\_\_.



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Date

## MEMORANDUM FOR THE SECRETARY

**THRU** : **The Chairperson**  
 Human Resource Development Committee

**FROM** : **Approving Authority**

**SUBJECT** : **SUBMISSION OF SEMI-ANNUAL REPORT ON THE STATUS OF PROCESSED STUDY LEAVE GRANTS**

### I. EXECUTIVE SUMMARY

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### II. NUMBER AND STATUS OF STUDY LEAVE GRANTS PROCESSED

No.	Name	Study Leave Availed	Period Covered	Remarks

### III. ISSUES/CONCERNS ENCOUNTERED

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**APPROVING AUTHORITY**  
 (As per DAO No. 2022 - 09 dated 30 May 2022)

Copy Furnished:  
 ASec/USec Concerned