



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

MEMORANDUM

FOR/TO : All DENR Officials and Employees
FROM : The Undersecretary
Organizational Transformation and Human Resources
SUBJECT : **REMINDER FOR THE TIMELY SUBMISSION OF DAILY TIME RECORDS AND LEAVE APPLICATION FORMS**
DATE : 28 March 2023

Please be reminded of the following instructions for submission of various leave applications indicated at the back of the CS Form No. 6, Revised 2020:

- Vacation Leave shall be filed five (5) days prior to effectivity of date of such leave;
- Mandatory/Forced Leave shall be filed for approval/disapproval five (5) days prior to effectivity;
- Sick Leave shall be filed immediately upon employee's return. If filed in advance or exceeding in five (5) days, application shall be accompanied by a medical certificate;
- Special Privilege Leave shall be filed five (5) days prior to availment except in emergency cases.

The date of submission to the timekeeper should be within the prescribed period mentioned above. Otherwise, late submission of application for leave shall be considered absence without approved leave or AWOL which has an effect pursuant to Sec. 50 of the CSC Omnibus Rules on Leave, which states:

"An official/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. It is understood, however, that his absence shall no longer be deducted from his accumulated leave credits."

Please be advised that if there is any reasonable cause for the delay of submission of the aforementioned form, a letter of explanation must be attached along with the leave application.

This is also a reminder that the leave application form should be fully accomplished. Please refer to your latest NOSA/NOSI for filling out the portion on salary.

You are likewise reminded that the duly signed Daily Time Records (DTRs) must be submitted within five (5) days together with the required signed supporting documents such as Special Order, Travel Order, Pass Slip, etc.

For your guidance.


AUGUSTO D. DELA PEÑA