



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**DENR Memorandum**

**Circular No. 2005 - 011**

SEP 6 2005

**SUBJECT: Granting Study Leave Privilege to DENR Employees Preparing for their Board/Bar Examinations or Completing their Master's Degree Program.**

Pursuant to Civil Service Commission Resolution No. 041016 dated 14 September 2004, the following guidelines (as quoted) are hereby adopted:

"Section 1. SEC. 68. STUDY LEAVE. OFFICIALS AND EMPLOYEES, EXCLUDING THOSE IN THE TEACHING PROFESSION WHO ARE COVERED BY DIFFERENT PROVISIONS OF LAW, MAY APPLY FOR STUDY LEAVE SUBJECT TO THE FOLLOWING CONDITIONS:"

- I. THE STUDY LEAVE IS A TIME-OFF FROM WORK NOT EXCEEDING SIX (6) MONTHS WITH PAY FOR QUALIFIED OFFICIALS AND EMPLOYEES TO HELP THEM PREPARE FOR THEIR BAR OR BOARD EXAMINATIONS OR COMPLETE THEIR MASTER'S DEGREE. FOR COMPLETION OF MASTER'S DEGREE, THE STUDY LEAVE SHALL NOT EXCEED FOUR (4) MONTHS.

THE LEAVE SHALL BE COVERED BY A CONTRACT BETWEEN THE AGENCY HEAD OR AUTHORIZED REPRESENTATIVE AND THE EMPLOYEE CONCERNED. NO EXTENSION SHALL BE ALLOWED IF THE OFFICIALS OR EMPLOYEES AVAIL OF THE MAXIMUM PERIOD OF LEAVE HEREIN. IF THEY NEED MORE TIME TO COMPLETE THEIR STUDIES, THEY MAY FILE A LEAVE OF ABSENCE CHARGEABLE AGAINST THEIR VACATION LEAVE CREDITS.

- II. THE BENEFICIARY OF SUCH LEAVE SHALL BE SELECTED ON THE FOLLOWING REQUIREMENTS:
  1. THE OFFICIAL/EMPLOYEE MUST HAVE A BACHELOR'S DEGREE THAT REQUIRES THE PASSING OF THE BAR OR BOARD EXAMINATION FOR THE PRACTICE OF PROFESSION;
  2. THE PROFESSION OR FIELD OF STUDY TO BE PURSUED MUST BE RELEVANT TO THE AGENCY'S MANDATE, OR TO THE DUTIES AND RESPONSIBILITIES OF THE CONCERNED OFFICIAL OR EMPLOYEE, AS DETERMINED BY THE AGENCY HEAD;



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SHOULD THE OFFICIAL OR EMPLOYEE FAIL TO RENDER IN FULL THE SERVICE OBLIGATION REFERRED TO IN THE CONTRACT ON ACCOUNT OF VOLUNTARY RESIGNATION, OPTIONAL RETIREMENT, EXPIRATION OF TERM OF APPOINTMENT FOR COTERMINOUS EMPLOYEES, SEPARATION FROM THE SERVICE THROUGH ONE'S OWN FAULT, OR OTHER CAUSES WITHIN ONE'S CONTROL, THE OFFICIAL OR EMPLOYEE SHALL REFUND THE GROSS AMOUNT OF SALARY, ALLOWANCES AND OTHER BENEFITS RECEIVED WHILE ON STUDY LEAVE PROPORTIONATE TO THE BALANCE OF THE SERVICE OBLIGATION REQUIRED BASED ON THE FOLLOWING FORMULA:

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

WHERE: R = REFUND  
TCR = TOTAL COMPENSATION RECEIVED  
(GROSS SALARY, ALLOWANCES AND OTHER BENEFITS)  
SOS = SERVICE OBLIGATION SERVED  
SOR = SERVICE OBLIGATION REQUIRED

THE BENEFICIARIES OF THE STUDY LEAVE SHALL INFORM THEIR RESPECTIVE AGENCIES IN WRITING, THROUGH THE PERSONNEL OFFICE, OF THEIR FAILURE TO TAKE THE BAR/BOARD EXAMINATION OR TO COMPLETE THEIR MASTER'S DEGREE FOR WHICH THEY WERE GRANTED THE STUDY LEAVE. THEY SHALL ALSO REFUND TO THE AGENCY ALL SALARIES AND BENEFITS RECEIVED DURING THE STUDY LEAVE. FURTHER, FOR CAUSES WITHIN THEIR CONTROL, THEY SHALL BE WARNED THAT A REPEAT OF THE SAME WOULD BAR THEM FROM FUTURE AVAILMENT OF THE STUDY LEAVE AND TRAINING/SCHOLARSHIP GRANT WHETHER FOREIGN OR LOCAL.

Sec. 2. Other Provisions. Item V. of CSC Memorandum Circular No. 21, s. 2004 allows the agency to formulate its own internal guidelines. The following are additional provisions in the operationalization of the said circular:

2.1 Documentary requirements:

2.1.1 Personal Data Sheet

2.1.2 Service Record

2.1.3 Certification from the Regional Executive Director/ Regional Director/ Bureau Director/ Head of Attached Agency on the following:



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3. THE EMPLOYEE MUST HAVE RENDERED AT LEAST TWO (2) YEARS OF SERVICE WITH AT LEAST VERY SATISFACTORY PERFORMANCE FOR THE LAST TWO RATING PERIODS IMMEDIATELY PRECEDING THE APPLICATION;
4. THE EMPLOYEE MUST HAVE NO PENDING ADMINISTRATIVE AND/OR CRIMINAL CHARGES;
5. THE EMPLOYEE MUST NOT HAVE ANY CURRENT FOREIGN OR LOCAL SCHOLARSHIP GRANT;
6. THE EMPLOYEE MUST HAVE FULFILLED THE SERVICE OBLIGATION OF ANY PREVIOUS TRAINING/SCHOLARSHIP/STUDY LEAVE GRANT; AND
7. THE EMPLOYEE MUST HAVE A PERMANENT APPOINTMENT. HOWEVER, 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 WITH COTERMINOUS APPOINTMENT MAY BE ALLOWED TO AVAIL OF THE STUDY LEAVE PROVIDED THAT THEY:
  - a) MEET THE REQUIREMENTS UNDER ITEMS II.1 TO II.6;
  - b) WOULD BE ABLE TO FULFILL THE REQUIRED SERVICE OBLIGATION; AND
  - c) 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.

THE FOLLOWING ARE THE CORRESPONDING SERVICE OBLIGATIONS TO THE DENR WHICH CANNOT BE TRANSFERRED/SERVED IN OTHER GOVERNMENT AGENCIES:

PERIOD OF THE GRANT	SERVICE OBLIGATION
ONE (1) MONTH	SIX (6) MONTHS
TWO (2) TO THREE (3) MONTHS	ONE (1) YEAR
MORE THAN THREE (3) MONTHS TO SIX (6) MONTHS	TWO (2) YEARS

- 2.1.3.1 that the applicant has no pending administrative and/or criminal case;
- 2.1.3.2 that the absence of the applicant will not affect the operations of the unit where he/she is assigned;
- 2.1.3.3 that the applicant does not have any current foreign or local scholarship grant;
- 2.1.3.4 that the applicant has fulfilled the service obligation of any previous scholarship and training contract; and,
- 2.1.3.5 performance rating for the last two rating periods.

2.2 Employees/officials who wish to avail of this privilege must submit their applications together with the documents indicated in Section 2.1 of this Memorandum Circular to the Chair, DENR Scholarship Committee through the Director, Human Resource Development Service (HRDS).

Applications together with all pertinent documents for the bar review and examination, must be submitted to the Human Resource Development Service not later than 28 of February of every year. For other licensure examinations (e.g. accounting, engineering) applications must be submitted two months before the start of the review classes to allow time for the processing of documents and action of the Secretary or authorized representative.

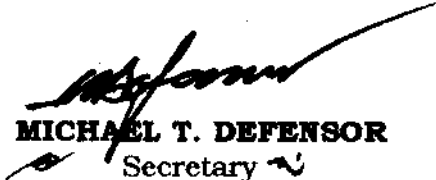
The Scholarship Contract signed by the applicant and the Regional Executive Director (RED)/Regional Director (RD) /Bureau Director/Head of Attached Agency must be submitted together with the requirements. It shall be effective upon approval of the application by the Secretary or authorized representative through the issuance of a Special Order.

2.3 Those who have previously availed of the DENR Local and Foreign Scholarship Program, Civil Service Local Scholarship Program or any other local and foreign scholarship program, but who have not completed their program within the period stipulated in their contracts are not entitled to the privilege under this Memorandum Circular.

- 2.4 Officials/employees can avail of this privilege only once. Failure to complete the board/bar review classes or pass the board/bar examinations or complete their master's degree programs (comprehensive or thesis process) within the period of the grant does not entitle the official or employee to another privilege or extension. Extensions of the study leave shall be charged against the official's/employee's leave credits.
- 2.5 Deferments of the study leave privilege shall not be allowed.
- 2.6 Due to budgetary constraints, there shall be no financial assistance to be extended by the DENR
- 2.7 The RED/RD shall submit a report on the academic status of the officials/employees who availed of the study leave privilege. Such report shall contain, among others, the following:
- a. the review school or educational institution where the board/bar reviewees and thesis writers are enrolled, respectively;
  - b. date of board/bar examinations or date of completion of thesis process;
  - c. documentary proofs of enrollment;
  - d. approved thesis outline and time frame within which to finish the thesis writing; and
  - e. other information which the RED/RD/Bureau Director/Head of Attached Agency deem as necessary.

This Memorandum Circular supersedes DENR Memorandum Circular No. 2001-10 and all other orders, circular and memoranda inconsistent herewith.

This will take effect Calendar Year 2006.

  
**MICHAEL T. DEFENSOR**  
Secretary

