Division Memorandum

To: Assistant Schools Division Superintendents
   Public Schools District Supervisors
   Elementary & Secondary School Heads

In the exigency of the service and in order to avoid possible circumvention of the CSC Leave Laws, effective January 2013, all applications for sick leave of absence for 15 days or more must be accompanied with a duly accomplished Medical Certificate (Form 41) issued by the Division Medical Officer, Dr. Israel F. Parra.

In case a Medical certificate was already secured from other physicians, initial of Dr. Parra is required in the Form 41 before submission at the Division Receiving Section.

Unless for reason of surgery, the Public Schools District Supervisors, Elementary & Secondary School Heads are requested to be prudent in recommending approval on applications for sick leave of absence of teachers filed in advance and those applying for "Terminal Leave" for the purpose of consuming their service credits.

Please be reminded that pursuant to the provision of Sec. 35 of the Civil Service Omnibus Rules on Leave which is quoted hereunder for your reference, there are only instances when a terminal leave can be applied, thus:

"Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employee's resignation, retirement or separation from the service without any fault on his part. It must be shown first that public employment cease by any of the said modes of severances."

For dissemination and compliance of all concerned.

[Signature]

GILBERT L. SADSADE
Schools Division Superintendent