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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DepEd Ozamiz City
RELEASED
By:
Date: 9-11-26

September 10, 2026

DIVISION MEMORANDUM
No. 445 s. 2026

GUIDELINES ON APPLICATION FOR STUDY LEAVE FOR TEACHING AND NON-TEACHING PERSONNEL

TO : OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Unit and Section Heads
Others Concerned

1. To ensure a consistent and uniform interpretation and implementation of the provisions governing the grant of study leave to teaching and non-teaching personnel, this Office hereby issues these consolidated guidelines in accordance with, and pursuant to, the applicable laws, rules, regulations, and issuances of the Civil Service Commission (CSC), Commission on Audit (COA), Department of Budget and Management (DBM), and the Department of Education (DepEd).

2. **Study Leave** refers to a leave of absence granted to a qualified government employee for the purpose of preparing for a bar or board examination or completing academic requirements, with or without pay, subject to the applicable laws, rules, regulations, and conditions prescribed by the CSC and the DBM.

3. Pursuant to Sec. 24 of Republic Act No. 4670 "The Magna Carta for Public School Teachers, teachers in the public schools are entitled to study leave not exceeding one (1) school year after seven (7) years of service.

4. CSC Memorandum Circular No. 21, s. 2004 "Amendment to Section 68 of CSC MC No. 14, s.1999" provides that officials and employees, excluding those in the teaching profession covered by RA 4670, shall be granted study leave in accordance with a schedule set by the Department of Education.

5. Officials and employees applying for study leave must meet the following:

a. Must have a bachelor's degree that requires passing the bar or a board licensure examination for the practice of the profession;
b. 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;
c. Must have rendered at least
   - seven (7) years of service for teaching personnel
   - two (2) years of service for non-teaching and related-teaching personnel
d. With at least a Very Satisfactory performance for the last two rating periods immediately preceding the application;

e. Must have no pending administrative and/or criminal cases;
f. Must not be a recipient of any current foreign or local scholarship grant;
g. Must have fully complied with the service obligation of any previous trainings/ scholarship/study leave grant; and
h. Must have a permanent appointment. However, employees with coterminous appointment may be allowed to avail of the study leave provided that they meet all the requirements herein, in line with the objective of developing a competent and efficient workforce;
i. Must be able to fulfill the required service obligation upon completion of the study leave; and
j. Must not be related within the 4th degree of consanguinity or affinity to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies.

6. The following documentary requirements shall be submitted:
   a. Letter of Intent to avail of Study Leave and with endorsement from the School Head/Unit Head.
   b. Updated Service Records
   c. Duly accomplished CSC Form No. 6 – Application for Leave
   d. School Clearance, Division Clearance and CSC Clearance
   e. Certificate of No Administrative and/ or Criminal Case
   f. Memorandum of Agreement/Contract between the agency head and the applicant
   g. Copy of performance rating for the last two rating periods immediately preceding the application

7. The teachers granted study leave shall be entitled to at least sixty percent (60%) of their monthly salary: provided, however, that no teacher shall be allowed to accumulate more than one year of study leave, except when he/she needs an additional semester to finish his/her thesis for a graduate study in education or allied courses. Provided, further, that no compensation shall be paid to the teacher after the first year of such leave. In all cases, the study leave period shall be counted for seniority and pension purposes. The compensation allowed for one year study leave shall be subject to the condition that the teacher takes the regular study load and passes at least seventy-five percent of his/her courses. Study leave beyond one (1) year may be permitted by the Head of Office, but shall be **without compensation**.

8. For non-teaching and related-teaching personnel, study leave may be granted with pay for a maximum period of six (6) months for the purpose of preparing for bar or board examinations. For the completion of a master's degree, study leave with pay may be granted for a period not exceeding four (4) months.

9. No extension shall be allowed once the maximum period has been exhausted. Should the employee require additional time to complete their studies, they may file a leave of absence chargeable to available vacation leave credits, or opt for leave without pay.

10. **Service Obligation.** Every approved study leave with pay shall entail a corresponding return-to-service obligation, subject to the employee's compliance with all applicable eligibility requirements and capacity to fulfill the prescribed service obligation upon return to duty, as follows:

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

11. **Return to Duty and Proof of Completion**. Whether with pay or without pay, study leave is a regulated administrative privilege granted under CSC rules and subject to compliance with specific conditions. Prior to reinstatement, the beneficiary shall formally notify in writing, the Schools Division Superintendent for SDO through the Administrative Services, and submit the following documents, as applicable:

- For bar/board examination: Proof of taking the bar/board examination (e.g., the Notice of Admission (NOA) or its equivalent);
- For Master's degree: Proof of completing their master's degree for which they were granted the study leave (e.g., Diploma, TOR).

12. Failure to take the bar/board examination or to complete the master's degree, for which the study leave was granted shall require the beneficiary to refund all salaries and benefits received during the study leave. For cases beyond the employee's control, a formal warning shall be issued and a repetition of the same shall disqualify the employee from future study leave and training/scholarship grant, whether foreign or local.

13. Immediate dissemination of and strict compliance with this Memorandum is desired.

DIONESIO L. LIWAGON, JR., CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

STUDY LEAVE

DJBY, DM Guidelines on Application for Study Leave for Teaching and Non-teaching Personnel
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