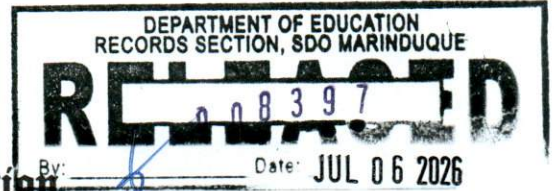




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

June 29, 2026

DIVISION MEMORANDUM

No. 060 s. 2026

UPDATED GUIDELINES ON THE APPLICATION AND GRANT OF STUDY LEAVE FOR TEACHING, RELATED-TEACHING, NON-TEACHING PERSONNEL IN THE DEPARTMENT OF EDUCATION

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. The Department of Education fully supports the continuing professional development of its teaching, related-teaching, and non-teaching personnel based on the principle of lifelong learning.
2. To ensure a uniform interpretation and application of policies governing the grant of study leave, this Office hereby issues the **Updated Guidelines on the Application and Grant of Study Leave for Teaching, Related-Teaching, Non-Teaching Personnel in the Department of Education**, consolidating existing provisions of the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA), and Department of Education (DepEd) issuances.
3. This Memorandum is anchored on the following legal bases:
 - a. Republic Act No. 4670, otherwise known as the Magna Carta for Public School Teachers, particularly Section 24 on Study Leave;
 - b. CSC Memorandum Circular No. 21, s. 2004, amending Section 68 of CSC Memorandum Circular No. 14, s. 1999; and
 - c. Omnibus Rules on Leave and Budget Circulars on personnel services.
4. Study leave refers to a leave of absence granted to qualified government employees for the purpose of preparing for bar or board examinations or completing academic requirements leading to the completion of a master's degree or other graduate studies relevant to the agency's mandate, subject to existing laws, rules, and regulations.
5. Pursuant to Section 24 of Republic Act No. 4670, teachers shall be entitled to study leave not exceeding one (1) school year after seven (7) years of service. During the period of such leave, teachers shall be entitled to at least sixty percent (60%) of their monthly salary, provided that they take the regular study load and pass at least seventy-five percent (75%) of their courses. No teacher shall be allowed to accumulate more than one (1) year of study leave, except when an additional semester is necessary to complete



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

a thesis in graduate studies in education or allied fields. In all cases, the study leave period shall be counted for seniority and pension purposes. Study leave extending beyond one (1) year may be permitted by the appropriate authority but without compensation.

7. Related-teaching and non-teaching personnel, who are not covered by Republic Act No. 4670, may avail themselves of study leave in accordance with CSC rules and regulations. The study leave for related-teaching and non-teaching personnel may be allowed for a maximum of six (6) months to prepare for bar or board examinations or to complete a master's degree. They shall be entitled to at least sixty percent (60%) of their monthly salary, provided that they take the regular study load and pass at least seventy-five percent (75%) of their courses. For the completion of a master's degree, the study leave shall not exceed four (4) months. No extension shall be allowed once the maximum period of leave has been availed of. Employees requiring additional time to complete their studies may file a leave of absence chargeable against available leave credits or may be granted leave without pay, subject to existing rules.

8. Officials and employees who intend to avail themselves of study leave shall possess the following qualifications:

- a. Must possess a bachelor's degree requiring the passing of a bar or board licensure examination for the practice of a profession or be pursuing a graduate degree relevant to the agency's mandate or to the duties and responsibilities of the concerned official or employee;
- b. For teachers, must have rendered at least seven (7) years of government service; for related-teaching and non-teaching personnel, must have rendered at least two (2) years of government service;
- c. Must have obtained at least a Very Satisfactory performance rating for the last two (2) rating periods immediately preceding the application;
- d. Must have no pending administrative and/or criminal case;
- e. Must not be a recipient of any existing local or foreign scholarship grant;
- f. Must have fulfilled all service obligations arising from previous trainings, scholarships, or study leave grants;
- g. Must possess a permanent appointment; and
- h. Must be capable of fulfilling the required service obligation upon completion of the study leave.

9. Personnel intending to avail themselves of study leave shall submit the following documentary requirements to the Schools Division Office through the OSDS-Records Section, Attn: SGOD-Human Resource Development Section (HRDS):

- a. Letter of Intent addressed to the Schools Division Superintendent, duly indorsed by the School Head/Immediate Supervisor;
- b. Copy of Approved Permit to Study, for those pursuing a graduate degree;
- c. Three (3) Copies of Accomplished Study Leave Agreement;
- d. Proposed Schedule of Study Leave;
- e. Self-affidavit that the applicant has not availed of a study grant under RA 4670, for teachers only;
- f. Certification from the School Head or Immediate Supervisor that services can be dispensed with;
- g. Certification of No Pending Case;
- h. Three (3) Copies of Fully accomplished and signed School Clearance Form;
- i. Three (3) Copies of Fully accomplished and signed Division Clearance Form;
- j. CSC Form No. 6;
- k. CSC Form No. 41;
- l. CSC Form No. 212 with Work Experience Sheet;
- m. Updated Service Record with "For Grant of Study Leave" remarks.
- n. Latest Transcript of Records (TOR); and

o. Certified True Copy of IPCRF/OPCRF for the Last Two (2) Rating Periods.

10. The grant of study leave shall be covered by a Study Leave Agreement between the Department of Education and the employee concerned. Approval of applications shall be subject to the recommendation of the immediate supervisor and the evaluation of the SGOD-Human Resource Development Section and shall be approved by the Schools Division Superintendent.

11. The editable copy of the Study Leave Agreement may be downloaded from the Division L&D Repository through bit.ly/LDRepositoryMdq.

12. All study leave grantees shall comply with the terms and conditions specified in the Study Leave Agreement. They shall maintain satisfactory academic standing, submit proof of completion of studies or proof of taking the bar or board examination, as applicable, immediately report for duty upon expiration of the approved leave period, and submit a hardbound copy of the approved thesis or dissertation to the SGOD-Human Resource Development Section for office reference, whenever applicable.

13. Study leave grantees shall render the corresponding service obligation with the Department of Education in accordance with the following schedule:

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 Six (6) Months	Two (2) Years

Failure to render the required service obligation due to voluntary resignation, optional retirement, separation from service through the employee's fault, or other causes within the employee's control shall require the refund of salaries, allowances, and other benefits received during the study leave proportionate to the unserved portion of the obligation. The amount to be refunded shall be computed using the formula:

$$R = (SOR - SOS) / SOR \times TCR$$

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

14. Those who are granted study leave who fail to complete their studies, fail to take the bar or board examination, or otherwise fail to satisfy the conditions of the study leave without justifiable cause shall refund to the government all salaries, allowances, and benefits received during the period of study leave. Cases involving illness or injury that prevent the completion of studies shall be supported by appropriate certification issued by a government physician in accordance with existing rules and regulations.

15. The SGOD-Human Resource Development Section shall maintain records of all study leave applications, monitor compliance with service obligations, and ensure the proper implementation of these guidelines. Copies of study leave applications shall also be stored in the OSDS-Personnel Section for the concerned personnel's 201 Files.



Address: T. Roque St., Malusak, Boac, Marinduque


Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Email: marinduque@deped.gov.ph

Website: <https://depedmarinduque.com>

16. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

17. Immediate dissemination of the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: Enclosure 1: Study Leave Agreement for Teachers
Enclosure 2: Study Leave Agreement for Related-Teaching and Non-Teaching Officials and Employees

References: Republic Act No. 4670
CSC Memorandum Circular No. 21, s. 2004
CSC Memorandum Circular No. 05, s. 2021

To be indicated in the Perpetual Index
under the following subjects:
EMPLOYEES
FORMS
LEAVE
TEACHERS

SGOD-HRDS/KDA

Updated-Guidelines-on-the-Application-and-Grant-of-Study-Leave/Juen 29, 2026



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

STUDY LEAVE AGREEMENT FOR TEACHERS

I, Mr./Mrs./Ms. _____, in consideration of the study leave granted me under the rights and privileges pertaining hereto, do hereby agree:

1) To abide by the provisions of RA 4670 (The Magna Carta for Public School Teachers):

“Section 24. Study leave. In addition to the leave privileges now enjoyed by teachers in the public schools, they shall be entitled to study leave not exceeding one school year after seven years of service. Such leave shall be granted in accordance with a schedule set by the Department of Education. During the period of such leave, the teachers shall be entitled to at least sixty percent of their monthly salary:

Provided, however, that no teacher shall be allowed to accumulate more than one year of study leave, unless he needs an additional semester to finish his thesis for a graduate study in education or allied courses: Provided, further, that no compensation shall be due 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 as herein provided shall be subject to the condition that the teacher takes the regular study load and passes at least seventy-five percent of his courses. Study leave of more than one year may be permitted by the Secretary of Education, but without compensation.”

2) To refund in monthly installments of not less than twenty percent (20%) of the actual monthly salary if I fail to pass at least seventy-five percent (75%) of the course.

3) If I suffer illness or injury, resulting in an inability to continue studies, it should be supported by a certificate issued by the government physician stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the teacher,
- b. Facts and actual circumstances surrounding the acquisition of, or giving rise to the sickness or injury;
- c. That the illness was not the proximate result of the teacher’s misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious and immoral acts or habits.

4) To render service obligation with the Department of Education 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 Six (6) Months	Two (2) Years

5) In case of failure to render in full, the required service obligation referred in the contract on account of voluntary resignation, optional retirement, or separation from the service through one’s fault, or other causes within one’s control, refund to the Department of Education gross salary, allowances and other benefits received

proportionate to the balance of the service obligation based on the following computed formula:

$$R = (SOR-SOS)/SOR \times TCR$$

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

- 6) Inform the agency through the Schools Division Superintendent of the failure or discontinuance to complete the degree and pay the agency the corresponding salaries, allowances, and other benefits received during the period of leave.
- 7) To report for work the day after the expiration of the study leave, otherwise, I shall be considered absent without official leave (AWOL).
- 8) To submit a hardbound copy of the approved dissertation/thesis to the Human Resource Development for office file/reference.
- 9) To conduct myself with dignity and decorum at all times in keeping with my status as a teacher.

IN WITNESS WHEREOF, I have hereto set my hands this _____ day of _____ 2026 at _____.

Signature over Printed Name of Applicant/Date

Recommending Approval:

Signature over Printed Name of Immediate Supervisor/Date

APPROVED:

LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

**STUDY LEAVE AGREEMENT FOR RELATED-TEACHING
AND NON-TEACHING OFFICIALS AND EMPLOYEES**

I, Mr./Mrs./Ms. _____, in consideration of the study leave granted me under the rights and privileges pertaining hereto, do hereby agree:

1) To abide by the provisions of CSC Memorandum Circular No. 21, s. 2004.

Section 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:

a. The study leave is a time-off 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 a master's degree, the study leave shall not exceed four (4) months.

b. 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 themselves of the maximum period of leave allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits.

2) During the period of such leave, the official/employee shall be entitled to at least sixty percent of their monthly salary.

3) To refund in monthly installments of not less than twenty percent (20%) of the actual monthly salary if I fail to pass at least seventy-five percent (75%) of the course.

4) If I suffer illness or injury, resulting in an inability to continue studies, it should be supported by a certificate issued by the government physician stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the teacher,
- b. Facts and actual circumstances surrounding the acquisition of, or giving rise to the sickness or injury;
- c. That the illness was not the proximate result of the teacher's misconduct, gross negligence, intemperate use of drugs or alcoholic liquor, or vicious and immoral acts or habits.

5) To render service obligation with the Department of Education 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 Six (6) Months	Two (2) Years

6) In case of failure to render in full, the required service obligation referred in the contract on account of voluntary resignation, optional retirement, or separation from the service through one's fault, or other causes within one's control, refund to the Department of Education gross salary, allowances and other benefits received

proportionate to the balance of the service obligation based on the following computed formula:

$$R = (SOR-SOS)/SOR \times TCR$$

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

7) Inform the agency through the Schools Division Superintendent of the failure or discontinuance to complete the degree and pay the agency the corresponding salaries, allowances, and other benefits received during the period of leave.

8) To report for work the day after the expiration of the study leave, otherwise, I shall be considered absent without official leave (AWOL).

9) To submit a hardbound copy of the approved dissertation/thesis to the Human Resource Development for office file/reference.

10) To conduct myself with dignity and decorum at all times in keeping with my status as a DepED employee.

IN WITNESS WHEREOF, I have hereto set my hands this _____ day of _____ 2026 at _____.

Signature over Printed Name of Applicant/Date

Recommending Approval:

Signature over Printed Name of Immediate Supervisor/Date

APPROVED:

LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent