



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

697.13 DPHH
04-25-2006

1 APR 24 2006

**DEPARTMENT ORDER) SUBJECT: GUIDELINES IN THE GRANTING/
NO. 26) AVAILMENT OF STUDY LEAVE**

Series of 2006)
04. 25. 06)

In order to have an equitable, rational and uniform application of "Study Leave" privilege granted under Section 68, of Civil Service Commission Memorandum Circular No. 14, series of 1999 the following rules and procedures are hereby issued:

1. The duration of the "Study Leave" shall be limited to two (2) months;
2. An official/employee is entitled to one-time "Study Leave" only during his/her employment in the Department of Public Works and Highways;
3. All the conditionalities provided under Section 68, of CSC MC No. 14, s. 1999 are strictly followed;
4. To facilitate the processing/granting of "Study Leave" in the field offices (RO, DEO, RES, AES), its approval is hereby delegated to the Regional Directors concerned with a copy of the approval and the contract furnished to the Human Resource Planning Division, AMMS; and,
5. In the case of officials/employees in the central office, approval in the granting of "Study Leave" is delegated to the Undersecretary incharge of Administration and Manpower Management Service (AMMS).

For the information and guidance of all concerned.

HERMOGENES E. EBDANE, JR.
Acting Secretary



WIN6L00612