



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
BONIFACIO DRIVE, PORT AREA, MANILA

2 August 1985

MINISTRY ORDER)
NO. 27)
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TO ALL : Deputy Ministers
Assistant Ministers
Bureau Directors/Regional Directors
Project Managers
Chiefs of Services
District/City Engineers
Regional Equipment Engineers
And all others concerned
This Ministry

SUBJECT : Additional Guidelines for Maternity Leave of Absence

To expedite processing of Maternity Leaves of Absence and to obviate disapproval of applications based on questionable certification/evidence of pregnancy, compliance with the following additional guidelines is hereby enjoined:

- a. All prospective mothers who are employees of this Ministry who have missed their menstruation within the first trimester of pregnancy shall report to the Medical Services for proper guidance;
- b. In offices where there are no physicians assigned, female employees concerned shall, at their own expense, undergo pregnancy tests, the result of which must be submitted to their Administrative or Personnel Officers for record purposes;
- c. In case of miscarriage, or untimely expulsion of the fetus, the employees concerned must immediately notify their respective offices; and
- d. The expelled specimen or fetus must be submitted to any government hospital or clinical laboratory for histopathological examination for the issuance of a certification as to such abortive pregnancy.

Please be guided accordingly.


JESUS S. HIPOLITO
Minister

For file 9/3/85

097.13 MPWH

8/22