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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 21, 2025

REGIONAL MEMORANDUM

No. **1400** s. 2025

**GUIDELINES ON THE GRANT OF STUDY LEAVE FOR TEACHING
AND NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. To ensure a uniform interpretation and application on the grant of study leave for both teaching and non-teaching personnel in all levels of governance in the Region, this Office, hereby issues a consolidation of policies from the Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM).
2. This Memorandum is anchored on the following issuances:
 - a) CSC Memorandum Circular No. 21, s. 2004, amending Section 68 of CSC MC No. 14, s. 1999, which outlines the conditions for study leave.
 - b) R.A. 4670 or the Magna Carta for Public School Teachers.
 - c) Relevant provisions of the Omnibus Rules on Leave and Budget Circulars on personnel services.
3. 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, with or without pay, subject to conditions set by CSC and DBM.
4. 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 years of service**.
5. Section 68 of Civil Service Commission Memorandum Circular No. 21, s. 2024 provides that officials and employees, **excluding those in teaching profession who are covered by RA 4670**, shall be granted study leave in accordance with a schedule set by the Department of Education.

6. **Eligibility.** Officials and employees who would apply for study leave shall met the following qualifications:

- a. Must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of 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. The employee must have rendered at least **seven (7) years of service for teaching personnel** and at least **two (2) year of service for non-teaching and related-teaching personnel** with at least **Very Satisfactory** performance for the last **two rating periods immediately preceding the application**;
- d. No pending administrative and/or criminal charges;
- e. Must not have any current foreign or local scholarship grant;
- f. Must have fulfilled the service obligation of any previous trainings/scholarship/study leave grant; and
- g. Must have a permanent appointment. However, as the purpose of granting a study leave is to develop a critical mass of competent and efficient employees which will redound to the improvement of the agency's delivery of public services, employees with coterminous appointment may be allowed to avail of the study leave provided that they meet the requirements under Items a to g.
- h. Would be able to fulfill the required service obligation; and
- i. Are not related to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4th degree of affinity or consanguinity.

7. The following documentary requirements shall be submitted for study leave application:

- a. Letter of Intent to avail of Study Leave
- b. Updated Service Records
- c. Memorandum of Agreement/Contract between the agency head and the applicant
- d. Application for Leave (Form 6)
- e. Clearance from Money, Property, and Work-Related Accountabilities

8. The **teachers on 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 study leave**, unless 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 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** 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 of more than one year may be permitted by Head of Office but without compensation.*

9. The study leave for **non-teaching and related-teaching personnel** shall be allowed for a **maximum of six (6) months with pay** to help them prepare for their **bar or board examinations** or complete their master's degree. For completion of **master's degree**, the study leave **shall not exceed four (4) months**.

10. 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 have availed 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, if available, or leave without pay.**

11. Whether with pay or without pay, a study leave is a regulated administrative privilege granted under the Civil Service Commission (CSC) rules with attached conditions. Hence, before their reinstatement, the beneficiary shall inform **in writing**, the Schools Division Superintendent for SDO and school personnel, and the Regional Director for RO employee/s and Third Level Official/s, through the Administrative Services, with the following documents:

- **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. For **failure** to take the bar/board examination or complete the master's degree, the beneficiary shall be made to **refund** to the agency all the salaries and benefits received during the study leave. For causes beyond their control, they shall be warned that a repetition of the same would bar them from future study leave and training/scholarship grant whether foreign or local.

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



RONEL AL K. FIRMO, CESO IV
 Assistant Regional Director
 Office-in-Charge
 Office of the Regional Director

Enclosure: Template of Study Leave Agreement

References: As stated

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

STUDY LEAVE

AD-PS-EDR

STUDY LEAVE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **AGREEMENT**, made and executed at _____ this _____ day of _____ by the Department of Education – _____ with postal address at _____, and represented herein by _____ (Head of Office) _____, _____ (Office) _____, Department of Education- _____ hereinafter referred to as **GRANTOR**,

-and-

_____ (Name) _____, _____ (Position) _____, _____ (Office) _____, DepEd- _____, and presently residing at _____ (Address) _____, hereinafter referred to as the **GRANTEE**,

WITNESSETH

WHEREAS, pursuant to Civil Service Commission Memorandum Circular No.14, s.1999 as amended by MC No. 21, s. 2004, *Amending Section 68 of CSC MC No. 14, s 1999, COA-DBM Joint Circular No. 2, s. 2022, and Republic Act 4670 or the Magna Carta for Public School Teachers relative to the Guidelines on Study Leave*, the GRANTEE applied to go on study leave on official time for a period of not more than four (4) months to complete the Master's degree;

WHEREAS, the GRANTEE is qualified to avail of the study leave, based on the following:

- a. Must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of 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. The employee must have rendered at least seven (7) years of service for teaching personnel and at least two (2) year of service for non-teaching and related-teaching personnel with at least Very Satisfactory performance for the last two rating periods immediately preceding the application;
- d. No pending administrative and/or criminal charges;
- e. Must not have any current foreign or local scholarship grant;
- f. Must have fulfilled the service obligation of any previous trainings/scholarship/study leave grant; and
- g. Must have a permanent appointment. However, as the purpose of granting a study leave is to develop a critical mass of competent and efficient employees which will redound to the improvement of the agency's delivery of public services, employees with coterminous appointment may be allowed to avail of the study leave provided that they meet the requirements under Items a to g.
- h. Would be able to fulfill the required service obligation; and
- i. Are not related to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4th degree of affinity or consanguinity.

NOW, THEREFORE, the parties have agreed that the GRANTOR shall authorize the GRANTEE to go on official leave with/without pay, under the following terms and conditions:

OBLIGATIONS OF THE GRANTOR

1. Authorize the GRANTEE to go on study leave from _____ (duration of study leave)_____.
2. Relieve the GRANTEE of all duties and responsibilities for the duration of the study leave.
3. Pay the salary, allowance and other benefits of the grantee during the period of the study leave.

OBLIGATIONS OF THE GRANTEE

1. Render two (2) years service obligation with the Department of Education- _____ from _____ (duration)_____.
2. In case of failure to render in full, the required service obligation referred to in the contract on account of voluntary resignation, optional retirement, or separation from the service through Grantee's fault, or other causes within Grantee's control, refund to Department of Education- _____ the gross amount of salary, allowances and other benefits received proportionate to the balance of the service obligation based on the following formula:

$$R = \frac{[SOR-SOS]}{SOR} \times TCR$$

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

3. Inform the agency through the Personnel Division (PD), Bureau of Human Resource and Organizational Development (BHROD) of the failure to complete the master's degree, for which the study leave was granted, and shall refund the salaries, allowances and other benefits received during the period of study leave.
4. The GRANTEE shall immediately assume the duties and responsibilities of the position after the expiration thereof. Any extension of leave in relation thereto shall be subject to the approval of the appropriate approving authority and shall be chargeable against the vacation leave credits.

IN WITNESS WHEREOF, the parties herein have hereunto set their respective signature this ____ day of _____, 20__, at _____.

(RD/SDS)
GRANTOR

(Employee)
GRANTEE

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

Republic of the Philippines)
Pasig City, Metro Manila) S. S.

BEFORE ME, this ____ day of _____, 20__ at _____,
personally appeared to me _____ with DepEd Employee ID
No. _____ issued at _____, and
_____(Employee) with DepEd Employee ID No. _____ issued at
_____, both known to me to be the same persons who executed the
foregoing agreement, and they both acknowledge to me that the same is their free act
and deed.

This instrument consisting of three (3) pages including this page, in which the
acknowledgement is written, has been signed on the left margin of each and every page
thereof by the party and their witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial
seal on this ____ day of _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____