



Republic of the Philippines
IFUGAO STATE UNIVERSITY

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MEMORANDUM No. 49 - 2010

TO : **ALL EMPLOYEES**
This University

FROM : **SERAFIN L. NGOHAYON, Ph.D.**
President
This University

SUBJECT : **PROPER PROCEDURE ON FILING REQUESTS OR/APPLICATION FOR VACATION LEAVE**

DATE : July 12, 2010

1. It has been observed that employees often start going on vacation leave right after they file their application for leave even without approval from duly authorized approving authority.
2. Please be reminded that the Omnibus Rules Implementing Book V of EO 292 states that vacation leave is a privilege (not a right) contingent upon the necessities of the service (E.O.292). It is subject to the discretion of head of agency (Rule XVI, Sec. 52). Further, the application for leave shall be submitted using the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of leave (Rule XVI, Sec. 51).
3. Therefore, all employees should follow the proper procedure in filing their application for vacation leave, to wit:
 - a. For leaves more than 3 days, a request letter shall be forwarded to the university president, through channels, detailing the compelling reasons and/or justifications for said request. The request letter shall be endorsed by the immediate supervisor indicating his/her action, considering all circumstances of vacancy while employee is on leave, and to be submitted to the Department of Human Resource and Development (DHRD) for evaluation of requirements. It shall be accompanied by a duly filled-up application/ leave form and submitted five (5) days prior to the effective date of such leave.
 - b. For leaves up to three (3) days, only a duly filled-up application form shall be submitted to the immediate supervisor for appropriate action five (5) days prior to the effective date of vacation leave.
 - c. Duly filled-up application forms and/or letter of request shall be submitted to the DHRD which shall review and accept application forms and /or letter of request only if these are properly filled up, with accurate and complete information and requirements, and which shall indicate the date of receipt. It is only then that an application for vacation leave is deemed received for consideration by the University President or his authorized representative of which the date of receipt shall be the reckoning date for the application of the rule stating that "a duly received application form which is not acted upon within five (5) working days shall be deemed approved (Rule XVI, Sec. 49)".
 - d. The employee must be responsible in following-up action on his request and must in no case go on vacation leave without ascertaining approval for his application.
4. Any employee, who goes on leave without approved application for vacation leave, shall be considered absent without leave (unauthorized) and shall be dealt with accordingly.
5. The above provision shall be applicable regardless of whether the leave is charged to Vacation-Sick Leave (VSL), service, or compensatory overtime credits.
6. For guidance and compliance.

Cc: All employees, HRD, Records, file