MEMORANDUM CIRCULAR
NO. 27
Series of 2003

SUBJECT: Supplemental Guidelines on Administrative Order No. 185:
Application for Study Leave and Two-Half Days Off

OBJECTIVE:

This guideline intends to provide procedure for the implementation of
Administrative Order No. 185, specifically, the application for study leave and two-
half days off.

PROCEDURES:

1. Employee seeks approval/endorsement from the Head of
Bureau/Service/Unit (HOBSU).
2. Endorsement should include documents required under A.O. No. 185 and
the work arrangement between the Office and the applicant.
3. Personnel Development Committee (PDC) deliberates on the
endorsement of HOBSU.
4. Secretariat drafts resolution based on the results of the deliberation, to be
signed by the PDC members.
5. PDC submits the results of the deliberation/resolution to the Secretary or
his/her duly designated official for approval.
6. Secretariat informs the HOBSU about the approval/disapproval of PDC
resolution copy furnished the employee.
7. Upon receipt, the employees coordinates with CPDD: (a) for an orientation
on the employee’s contract; (b) contract signing; (c) issuance of Special
Order.
8. CPDD prepares Special Order for signature of the approving authority.
9. Employee to inform the CPDD about the completion/non-completion of the
grant.
10. Employee to submit progress report on the availment of grant.

Please be guided accordingly.

LUWALHATI F. PABLO
Undersecretary

A CERTIFIED COPY:

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Records Officer III