
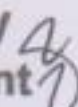




MEMORANDUM

TO: Asst. Schools Division Superintendent
OIC Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Heads
Elementary, Junior and Senior High School Teachers
All other concerned

FROM:  DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent 

RE: **AVAILMENT OF STUDY LEAVE UNDER RA NO. 4670**

DATE: November 27, 2018

As per the conditions set by DepEd Region IV-A CALABARZON in relation to applications for study leave under RA 4670 otherwise known as the Magna Carta for Public School Teachers, the following should be observed:

1. Only such number of teachers whose services could be dispensed with, without impairing the service, will be allowed to go on study leave;
2. If the services of a substitute teacher will be needed to take the place of a teacher who goes on study leave, such leave should not be recommended for approval, and
3. Priority should be based on the length of service.

Attention in this connection is also invited to Section 24, Rule V of the Magna Carta for Public School Teachers which states:

XXX

*Sec. 24. Study Leave. In addition to the leave privileges now enjoyed by teachers in the public schools, they shall be entitled to study leave **not exceeding one school year after seven years of service.** Such leave shall be granted in accordance with a schedule set by the Department of Education. (emphasis supplied)*

XXX

For information and guidance.

UM-615, 5.2018
@adm.fbv2018



2nd Indorsement
 October 19, 2018

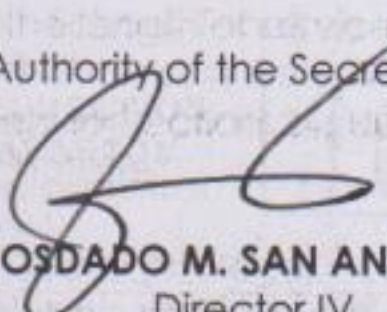
Respectfully returned to **Dr. ROMMEL C. BAUTISTA**, CESO V, Schools Division Superintendent, Division of **Antipolo City**, hereby approving the application for study leave as well as the schedule of study leave under the provisions of RA No. 4670, otherwise known as the Magna Carta for Public School Teachers of **MS. ROCHELLE R. NAVA**, Teacher II, Antipolo Senior High School, that division from **November 5, 2018 to April 5, 2019** or until date of graduation, whichever comes earlier, subject to the following conditions:

1. Only such number of teachers whose services could be dispensed with, without impairing the service, will be allowed to go on study leave.
2. If the services of a substitute teacher will be needed to take the place of a teacher who goes on study leave, such leave should not be recommended for approval.
3. Priority should be based on the length of service.

Attention in this connection is invited to Section 24, Rule V of the Magna Carta for Public School Teachers (R.A. 4670) which states:

"Section 24. In addition to the leave privileges now enjoyed by teachers, they shall be entitled to a study leave not exceeding one School Year after seven (7) years of continuous service subject to the approval of the Secretary of Education or Regional Director concerned, as the case maybe. During the period of such leave the teacher shall be entitled to her **full monthly salary.**" (Department Order No. 12, s. 1978)

By Authority of the Secretary of Education:


DIOSDADO M. SAN ANTONIO
 Director IV

08C/nimfa



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DIOSDADO M. SAN ANTONIO
 Director IV

Signature