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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**DIVISION MEMORANDUM**  
NO: 0116, s. 2024

March 15, 2024

**REQUIRED DOCUMENTS FOR STUDY LEAVE APPLICATION FOR TEACHING  
AND NON-TEACHING PERSONNEL**

**TO :** EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PRINCIPALS IN-CHARGE  
ELEMENTARY AND SECONDARY SCHOOL ADMINISTRATORS  
DIVISION OFFICE PERSONNEL  
ALL OTHERS CONCERNED

1. Section 24 of Republic Act 4670 otherwise known as the *Magna Carta for Public School Teachers*, stated among others that, teachers shall be entitled to study leave not exceeding one school year after seven years of service. Civil Service Memorandum Circular No. 21, s. 2004, on the other hand, provides that Officials and employee, excluding teachers who are covered by the different law, may apply for a maximum of six (6) months study leave.
2. In view thereof, the following are the **Required Documents for Study Leave Application for Teaching and Non-Teaching Personnel of this Division** to wit:
  1. Letter request endorsed by the School Head;
  2. Accomplished Study Leave Agreement (See Annex A for the template);
  3. Schedule of Study Leave,
  4. Affidavit that applicant has not availed study grant under RA 4670 (for Teaching personnel);
  5. Certification from the Principal that services can be dispensed with;
  6. Certification of no pending administrative case;
  7. School and/or Division Clearances;
  8. Accomplished Form 6;
  9. Accomplished Form 212 (PDS);
  10. Service Records;
  11. Transcript of Records (Grad and Undergrad);
  12. Performance Rating for the last three (3) rating periods.
  13. Letter to conduct research signed by the Dean.



3. There shall only be **two (2) grantee** of study leave (1 teaching and 1 non-teaching personnel) per municipality per year.

4. Let it be noted that, as per RA 4670, **teachers** who are on study leave, shall be entitled to at least 60% of their monthly salary subject to the condition that those teachers take the regular study load and passes at least 75% of his courses.

5. Immediate dissemination and compliance to this Memorandum is hereby desired.

  
**REYNALDO B. MELLORIDA, CESO V**   
Schools Division Superintendent

