



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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23 June 2021

MEMORANDUM NO. 26

Series of 2021

T O : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Application for Leave Form and Notice of Allocation for Maternity Leave

Effective immediately, the attached Application for Leave Form and Notice of Allocation for Maternity Leave will be used. The form was revised by the Civil Service Commission in 2020.

Please download the leave form via this link:

https://drive.google.com/uc?export=download&id=1BY7-IsZ5Q8xzS_rBeYITYgRdAMruDTW3

or scan the QR code below:

For compliance.

ROLANDO T. BELLO

Vice Chancellor



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Instructions

1. The form shall be used as written notice of the female employee to her agency regarding her allocation of a maximum of seven (7) days from the 105-day expanded maternity leave.
2. The form shall be accomplished in three (3) copies: copy for the female employee; copy for the agency; and copy for the agency/employer of the child's father/alternate caregiver.
3. The form with proof of relationship shall be attached to the Application for Leave (CS Form No. 6) of the female employee.
4. The authorized official shall forward the copy for the agency/employer of the child's father/alternate caregiver.
5. Item I of the form shall be accomplished by the female employee. She shall provide the required personal and agency information, the number of maternity leave days sought to be allocated and the name of the recipient of the allocated leave. She shall affix her signature over printed name with date of signing.
6. Item II of the form shall be accomplished by the child's father/alternate caregiver. He/she shall provide the required personal and agency/employer information and he/she shall affix his/her signature over printed name with date of signing.
7. Item III of the form shall reflect the name of the female employee and her maternity leave balance. This part shall be accomplished and signed by the Human Resource Management Officer (HRMO) in the agency. It is a ministerial duty of the head of office or his/her authorized official to approve said allocation and indicate the date of signing. The agency, thru the HRMO, is responsible to forward a copy of the accomplished form to the agency/employer of the child's father/alternate caregiver.