



Republic of the Philippines  
Department of Environment and Natural Resources  
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FEB 24 2020

**MEMORANDUM FROM THE SECRETARY**

TO : All Heads of Offices, Central Office  
All Bureau Directors  
All Regional Executive Directors  
All Heads of Attached Agencies

SUBJECT : **LOCAL STUDY LEAVE PRIVILEGES OF DENR OFFICIALS AND EMPLOYEES IN PREPARATION FOR BOARD/BAR EXAMINATIONS AND THESIS WRITING LEADING TO COMPLETION OF MASTERS' DEGREE**

To facilitate the preparation and processing of necessary papers for requests for study leave privileges, please be guided by the following.

1. The study leave is a time-off from work for a maximum of four (4) months with pay for qualified officials and employees to help them prepare for their examinations and thesis as follows:

Period of the Grant (Maximum)	Purpose of Study Leave	Service Obligation
Four (4) months	Bar Review and Exam	2 years
Two (2) months	Board Review and Exam	1 year
Three (3) months	Completion of Thesis	1 year

2. The leave shall be covered by a Service Obligation Contract (Annex A) between the agency head or authorized representative and the employee concerned. No extension shall be allowed. However, if the grantee has completed the study earlier and reported back to office ahead of the study leave privilege, commensurate period shall be deducted from his/her service obligation.
3. The grantee of such study leave privilege shall be selected on the following requirements.
  - a. The profession or field of study to be pursued must be relevant to the Agency's mandate and to the duties and responsibilities of the concerned official or employee;
  - b. Have rendered at least two (2) years permanent service in the Department with at least Very Satisfactory (VS) performance for the last two (2) rating periods immediately preceding the application;
  - c. Have no pending administrative case/s;
  - d. Have no current foreign or local scholarship grant;
  - e. Have fulfilled the service obligation of any previous training/scholarship grant; and
  - f. Not be a *delinquent scholar*<sup>1</sup>.
4. In the event that the grantee fails to render in full the service obligation in the DENR referred to in the contract on account of voluntary resignation, optional retirement,

<sup>1</sup>Scholarship grantees who have not completed their program within the period stipulated in their contracts.

separation from the service through one's own fault, or other causes within one's control, the grantee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation (see Annex B for computation).

5. The grantee of the study leave shall inform the Human Resource Development Committee (HRDC) through the HRDC Secretariat; copy furnished 201 File, of their failure to take the bar/board examination or to complete their masters' degree for which they were granted the study leave. They shall refund to the agency the gross amount of salary, allowances and other benefits received during the study leave, except for causes beyond their control.
6. Employees/officials who wish to avail of this privilege must submit their applications with all documentary requirements (Annex C) to the Chairperson, HRDC through the HRDC Secretariat, endorsed by the head of office duly concurred by supervising Undersecretary/Assistant Secretary, at least three (3) months before the start of the academic term/review class to allow time for the processing of documents and action of the Secretary or authorized representative.
7. Deferments of the study leave shall be allowed on cases beyond the grantees control provided that they remain eligible, subject to the recommendation of their respective head of office and approval of HRDC.
8. After the completion of the review/graduate studies, the grantee shall submit reporting for duty with documentary proofs of examination or two (2) copies of the same to the head of agency through proper channels, copy furnished HRDC Secretariat and 201 File.

Failure to comply with the aforementioned process and requirements for application shall be a ground for non-processing of the request. Incomplete documentary requirements shall not be accepted. Officials/employees can avail of this privilege only once.

**FOR COMPLIANCE.**

  
**ROY A. CIMATU**



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City

**SERVICE OBLIGATION CONTRACT**

**KNOW ALL MEN BY THESE PRESENTS:**

This agreement, entered into this \_\_\_\_\_ at Diliman, Quezon City, Philippines, by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES** hereinafter referred to as **DENR**, represented by (Head of Agency or authorized representative), Filipino of legal age, and, (Name of Applicant), Filipino, of legal age, married/single and presently employed as \_\_\_\_\_ in the Department of Environment and Natural Resources, hereinafter referred to as **GRANTEE**:

**WITNESSETH:**

WHEREAS, the DENR, in its desire to improve the present capacity of its personnel in order to attain a maximum level of performance on their part, institutes a local scholarship program;

WHEREAS, the DENR had allowed the GRANTEE'S attendance to the review classes in preparation for bar/board examination or complete master's/doctorate degree on official time with pay and relief from duties and responsibilities for the duration of the grant;

NOW, THEREFORE, for and in consideration of the said premises, both parties have agreed to the following terms and conditions:

DENR'S RESPONSIBILITIES through the Grantee's head of office:

1. Release the GRANTEE from all duties and responsibilities for the duration of this study leave privilege;
2. Pay the full salary of the GRANTEE including the privileges enjoyed by DENR employees provided such are consistent with policies, rules and regulations;

3. Submit documents to the Chairperson, HRDC, copy furnished HRDC Secretariat and 201 File for record and monitoring purposes.

**GRANTEE'S RESPONSIBILITIES:**

1. Enroll for review classes in preparation for the bar/board examination or complete master's/doctorate degree for the period of \_\_\_\_\_ pursuant to DENR Memorandum from the Secretary dated \_\_\_\_\_ on study leave privilege.
2. That the GRANTEE, having enjoyed this study leave privilege shall render the required service obligation in the **DENR**, reckoned from the date that he/she had reported back for duty after the review class and/or board/bar examinations or to complete the master's and doctorate degree;
3. Refund to DENR the gross amount of salary, allowances and other benefits received during the period of the study leave in connection with Approved Special Order computed in accordance with the formula pursuant to DENR Memorandum from the Secretary dated \_\_\_\_\_ on study leave privilege for any of the following reasons:
  - a. resignation or voluntary retirement;
  - b. transfer to a private institution;
  - c. removal from the service for cause; and
  - d. other causes within the GRANTEE'S control.

**IN WITNESS HEREOF**, the parties hereunto set their signatures this \_\_\_\_\_,  
in \_\_\_\_\_, Philippines.

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**Head of Agency or Authorized Signatory**

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**Grantee**

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) S.S.

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 2020, in \_\_\_\_\_, personally appeared \_\_\_\_\_ with Passport/CTC/IDNo. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ and \_\_\_\_\_ with Passport/CTC/ID No. \_\_\_\_\_ issued at Quezon City on \_\_\_\_\_, respectively known to me to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free act and deed.

**IN WITNESS HEREOF**, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_.

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**ANNEX B**

**FORMULA FOR REFUND**

$$R = \frac{(SOR-SOS) \times TCR}{SOR}$$

Where:

R	=	REFUND
TCR	=	TOTAL COMPENSATION RECEIVED (Gross Salary, Allowances and other benefits)
SOS	=	SERVICE OBLIGATION SERVED
SOR	=	SERVICE OBLIGATION REQUIRED

**DOCUMENTARY REQUIREMENTS**

1. Memorandum to the Chairperson, HRDC through the HRDC Secretariat, endorsed by the head of office duly concurred by supervising Undersecretary/Assistant Secretary
2. Resolution from HRDC Counterpart
3. Updated Personal Data Sheet with work experience sheet
4. Service Record
5. Certification on the following:
  - a. That the applicant has no pending administrative case;
  - b. That the absence of the applicant will not affect the operations of the unit where he/she is assigned;
  - c. That the applicant does not have any current foreign or local scholarship grant;
  - d. That the applicant has fulfilled the service obligation of any previous scholarship and training contract; and
  - e. Very Satisfactory performance rating for the last two (2) rating periods.