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Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 034, s. 2025

JAN 14 2025

TO: Assistant Schools Division Superintendent  
Elementary and Secondary School Heads  
(School-Based) Administrative Officers II and Administrative Assistants II  
All others concerned

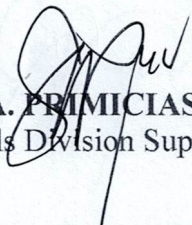
FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR MATERNITY LEAVE**

Date: **January 10, 2025**

**PARTICULARS**

1. Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 5, s.2021 dated April 28, 2021 Amendment to Omnibus Rules on Leave (CSC MC No. 41, s.1998, as amended), every female employee in the government service, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted one hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.
2. The female employee shall give prior notice to this Office, Attention: HR Officer, of her pregnancy and her availment of maternity leave **thirty (30) days prior to the effectivity of the leave.** Civil Service (CS) Form No. 6, Revised 2020, shall be used in filing maternity leave application with medical certificate
3. For information, dissemination and strict compliance.

  
**SHEILA MARIE A. PRIMICIAS, EDD, CESO VI**  
OIC-Schools Division Superintendent



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maasahan"*

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