



STUDY LEAVE CHECKLIST (Local/Travel Abroad)

TEAHUB NO.: _____

Name: _____

Position: _____

Division: _____

- Letter request noted by the immediate supervisor (ROP)
- Indorsement of the SDS
- Duly filled-up and signed CSC Form 6
- Schedule of Study Leave
- Memorandum of Agreement
- School/SDO Clearance
- Certification without substitution (for Teachers)
- Certificate of bonafide employee
- Updated Service Record
- Permit to Study
- Performance Ratings
- Medical Certificate (Physically Fit)

Additional Requirement for Scholarship Grant Abroad

- Form A (if the travel is on OB/OT), DepEd Order No. 43, s. 2014
- Justification (DepEd Memorandum No. 8, s. 2018)
- Curriculum Vitae
- Notarized Waiver (acknowledging the risks involved in traveling)
Item A (2d) of the resolution No. 80, s. 2020 by IATF-MEID
Dated Oct. 22, 2020
- Certification of teaching/non-teaching Personnel that someone will take over during their travel

Remarks:

Checked:



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