\_\_\_Indorsement

\_\_\_\_Date\_\_\_\_\_\_\_

Respectfullyreturnedto\_\_\_\_\_\_\_\_\_SDS\_\_\_\_\_\_\_\_\_**,**\_\_Designation\_\_\_\_\_, Division of \_\_\_\_\_\_\_\_\_\_\_,***herebyapprovingtheapplicationforstudyleaveofabsencewithpayfrom\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_***of**\_**\_\_\_NameofPersonnel**\_,\_\_\_\_**Designation\_\_\_, subjecttothefollowingconditions:

1. Thatpursuantto CSC Memo. Circular No. 21,s. 2004, \_\_Mr./Ms (Lastname)\_\_has a serviceobligationofno. OfobligationyearstotheDepartmentwhichshall be countedfromthe actual date ofhis/herreturntoservice;

2. He/She has theduty, in case ofhis/herfailureto complete his/her\_\_Program/Course\_\_\_tobe administeredby\_\_Sponsoringagency\_\_\_forwhichhe/shewasgrantedthestudyleave, toinformthe Office in writingthroughtheAdministrativeOfficer/ PersonnelUnit. He/Sheshallalsorefundtotheagencyallthe salaries and benefitsreceivedduringthestudyleave. Further, for causes withinhis/her control, he/sheshall be warnedthat a repeatofthesamewould bar him/herfromfutureavailmentofthestudyleave and training/scholarshipgrantwhetherforeignorlocal; and

3. In case he/shefailsto render in full theserviceobligationreferredtoaboveonaccountofvoluntaryresignation, optionalretirement,separationfromtheservicethroughhis/herownfaultorother causes withinhis/her control, he/sheshallrefundthegrosssalary, allowances and otherbenefitsreceivedwhileonstudyleavebasedonthefollowingformula:

R = (SOR – SOS) x TCR

SOR

Where: R = Refund

TCR = Total CompensationReceived

(Gross salary, Allowance, &OtherBenefits receivedwhileonstudyleave)

SOS = ServiceObligationServed

SOR = ServiceObligationRequired

**\_\_\_\_\_\_\_\_\_\_(RD)\_\_\_\_\_\_\_\_\_\_\_\_**

Regional Director

TEADOC Ref. No.:

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