

**GUIDELINES ON THE AVAILMENT OF THE SPECIAL LEAVE BENEFITS
FOR WOMEN UNDER R.A. 9710
(AN ACT PROVIDING FOR THE MAGNA CARTA OF WOMEN)**

Pursuant to Civil Service Commission Memorandum Circular No. 25, series of 2010, the Commission on Filipinos Overseas (CFO) hereby establishes its own Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women):

1. PURPOSE

- 1.1 To provide further guidelines on the availment of special leave benefits for qualified female CFO employees who have undergone surgery caused by gynecological disorders pursuant to the provisions and implementing rules and regulations of the Magna Carta of Women.
- 1.2 To ensure uniform interpretation and implementation of the grant of the special leave benefits for women and ensure that the availment of the same ultimately upholds the objectives of the law.

2. GUIDELINES

- 2.1 Any CFO female employee (except those on Contract of Service or Job Orders status) regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation provided she has rendered at least six (6) months aggregate service in CFO or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.
 - 2.1.1 The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months per year.
- 2.2 Generally, availment of the said special leave benefits shall be in accordance with the attached List of Surgical Operations for Gynecological Disorders (Annex A), which reflects, among others, the estimated periods of recuperation from surgery due to the specific gynecological disorders.
 - 2.2.1 The said List of Surgical Operations for Gynecological Disorders reflects, among others a classification of the Procedure based on the patient's estimated period of recuperation, defined as follows:

Classification of the Procedure based on the Patient's Estimated Period of Recuperation if without concomitant medical problems	Description
Minor	Surgical Procedures requiring a maximum period of recuperation of two (2) weeks
Major	Surgical Procedures requiring a minimum period of recuperation of three (3) weeks to a maximum period of two (2) months

2.2.2 Other Surgical Operations for Gynecological Disorders which are not found in Annex A of this Guidelines may be allowed subject to certification of a competent medical authority and submission of other requirements provided under item 3.1 hereof.

2.3 The earned leave credits may be used for preparatory procedures and/or confinement prior to the surgery. Moreover, should the period of recuperation after the surgery exceed two (2) months, the female CFO official/employee may use her earned sick leave credits for the same. If the sick leave credits have been exhausted, the vacation leave credits may be used pursuant to Section 56 of the Omnibus Rules on Leave.

2.4 This special leave benefit is non-cumulative and not convertible to cash.

3. PROCEDURE FOR AVAILMENT

3.1 The application for the special leave benefit shall be made through the Civil Service Form No. 6 (CS Form 6) signed by the employee concerned and approved by the Agency Head or his/her Authorized Representative.

3.2 The CS Form 6 shall be accompanied by a medical certificate filled out by the proper medical authorities e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same.

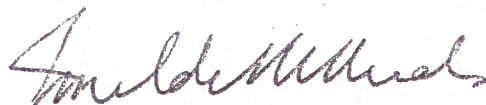
3.3 The application for the special leave benefits may be applied in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. The rest of the requirements specified in item 3.2 shall be attached to the medical certificate upon the employee's return to work under item 3.5 of this Guidelines.

The advance notice for taking such leave would give the proper authorities ample time and means to prevent the disruption of the operations of the work division during the absence of the employee and to address the exigency of services of the Commission.

- 3.4 In instances when a qualified female employee undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee's return from such leave, also following the procedure set forth in item 3.1 and 3.2 of this Guidelines.
- 3.5 Upon the employee's return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.

This Office Order takes effect immediately.

For strict compliance.



SECRETARY IMELDA M. NICOLAS
Chairperson

25 February 2011