



MC No. 8, s. 2021

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Clarification on the Use of CS Form No. 6, Revised 2020

In CSC Memorandum Circular (MC) No. 5, s. 2021 dated 28 April 2021, the Commission circularized CSC Resolution No. 2100020 dated 7 January 2021 that amended items (p), 8 to 10 and 15 to 25, Rule I and Sections 11 to 20, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order (E.O.) No. 292, also known as the Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended), which cover the provisions of the civil service rules on maternity leave, paternity leave and adoption leave and prescribed the use of the revised **Application for Leave form (CS Form No. 6, Revised 2020)** and the *Notice of Allocation of Maternity Leave form* (CS Form No. 6a, s. 2020).

The said amended policies, including the use of the revised and new leave forms took effect on 24 April 2021. However, the CSC has received requests for clarification on the mandatory use of the revised CS Form No. 6, Revised 2020 from agencies that are updating their Human Resource Information System (HRIS) to integrate the new and the revised forms or those that are using up the printed copies of the old leave form.

In view thereof, the CSC clarifies that agencies are enjoined to use the revised Application for Leave form. However, agencies that are still updating their HRIS and/or those using up their printed old Application for Leave form may use the said old form until **31 December 2021**.


ALICIA dela ROSA-BALA
Chairperson

1 July 2021

Bawat Kawani, Lingkod Bayani