

November 26, 2008

MS. MILAGROS R. SUDERIO  
Personnel Officer Designate  
Sogod Municipal Hall  
6007 Cebu

Dear Ms. Suderio:

This has reference to your letter dated November 25, 2008, inquiring as to who will approve the application for leave of absence of Punong Barangay Francisco C. Dayak of Bagatayam, Sogod, Cebu. As you reported, Punong Barangay Dayak wants to go on leave the entire month of December 2008, indicating that he will be going to Malaysia & Singapore during said period.

In reply thereto, please be advised that as provided in the Rules and Regulations Implementing the Local Government Code of 1991, it is the Mayor who will approve the leave of absence of the Punong Barangay. And application for leave of absence not acted upon within five (5) working days after receipt thereof are deemed approved. Hence, the Mayor has to act on the application for leave (whether to approve or deny it, depending on the exigency of the service) within said period. As regards the fact that the concerned punong barangay is leaving for abroad, he has to inform his sanggunian of such fact. His approved leave will serve as his authority to travel abroad if such trip will not entail any expense on the part of the government nor will it exceed a period of more that three (3) months; otherwise, authority from the Secretary of DILG is required.

Truly yours,

PEDRO A. NOVAL, JR.  
Regional Director

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