

Bureau of Fire Protection-NCR Citizen's Charter

Requirements for Applied Leave

Sick Leave

Medical Certificate (6 days of absence onwards)

Paternity Leave

Medical Certificate of the Newborn child or proof that the wife has given birth and Marriage Certificate

*note up to maximum of 4 deliveries only.

Maternity Leave

Medical Certificate (maximum of 60 calendar days)

*note if the personnel haven't reach a minimum of 1 year in service she is only allowed to have 30 calendar days of leave.

Solo Parent Leave

Must have a SOLO Parent ID issued by the DSWD

Rehabilitation Leave

1. Must have Incidental Report, Medical Abstract, Application for Leave, Itemized Leave, Letter Request and must indorsed to the Leave Management Section BFP-NHQ for issuance of Bureau Order.
2. Maximum of 6 months.

