

Bureau of Fire Protection - NCR Citizen's Charter

Requirements for Study Leave

- a. Fully accomplished application form
- b. One (1) latest 2x2 picture
- c. Endorsement from immediate supervisor or head of Office/Unit thru channel
- d. Service Record
- e. TOR/Diploma
- f. Certificate of Actual Duties and Responsibilities
- g. Certificate of Completion of Academic Requirements (for thesis writing and comprehensive examination)
- h. Certificate of No Pending service obligation and No Pending Application for Foreign and Local Scholarship Grant (to be issued by the Chairman, PDC, N.O.)
- i. Certificate of No Pending Administrative or Criminal Case
- j. Sworn Affidavit of No Pending Administrative and Criminal Case filed against the concerned personnel/office
- k. Medical Certificate from the Chief, MDS of the BFP
- l. Performance Rating for the last 2 consecutive rating periods
- m. Photocopy of Residential Certificate
- n. Photocopy Receipt of Enrollment from Review Center
- o. Fully Accomplished Leave Form 2 Copies
- p. Itemized Leave Record
- q. Certificate of Paid Monetization

(1 original and 2 authenticated copies each)

