



**NATIONAL CENTER FOR MENTAL HEALTH  
PROFESSIONAL EDUCATION, TRAINING & RESEARCH OFFICE  
CERTIFICATION (FOR ADVANCED PROFESSIONAL  
COURSES AND STUDY LEAVE)**

*PETRO Cert.  
for APC & SL  
Rev. 0  
01 Mar 2023*

Application for:  Study Leave  Advanced Professional Course  
- specify purpose/ course: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Office: \_\_\_\_\_

Position: \_\_\_\_\_ Salary \_\_\_\_\_ Grade: \_\_\_\_\_

Instructions: Please certify the eligibility of the above-named applicant on the domains concerning your office in connection with his/ her application for study leave/ advanced professional course by affixing your signature on the appropriate space provided as certifying officer.

**Certifying Officer**

- |   |   |   |   |                     |     |             |
|---|---|---|---|---------------------|-----|-------------|
| 1. Has foreign or local scholarships for the last six months:   | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> </table>  | Y | N | <hr/> PETRO         |     |             |
| Y   | N   |   |   |                     |     |             |
| 2. Has rendered 75% of service obligation for study grant previously availed (regardless of date of completion of the last study grant)   | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> <tr> <td></td> <td align="center">N/A</td> </tr> </table> | Y | N |                     | N/A | <hr/> PETRO |
| Y   | N   |   |   |                     |     |             |
|   | N/A   |   |   |                     |     |             |
| 3. Has pending administrative/ criminal charges:  | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> </table>  | Y | N | <hr/> Legal Section |     |             |
| Y   | N   |   |   |                     |     |             |
| 4. Meet required no. of years in government service <i>(not applicable to fellowship/ residency)</i> <ul style="list-style-type: none"> <li>• For advanced professional course - one (1) year; last six (6) months of which should be under any Department of Health (DOH) Agency</li> <li>• For study leave - two (2) years</li> </ul> | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> <tr> <td></td> <td align="center">N/A</td> </tr> </table> | Y | N |                     | N/A | <hr/> HRMO  |
| Y   | N   |   |   |                     |     |             |
|   | N/A   |   |   |                     |     |             |
| 5. Has at least Very Satisfactory performance rating for the last two (2) periods <i>(not applicable to advance professional course)</i>  | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> <tr> <td></td> <td align="center">N/A</td> </tr> </table> | Y | N |                     | N/A | <hr/> HRMO  |
| Y   | N   |   |   |                     |     |             |
|   | N/A   |   |   |                     |     |             |
| 6. Study grant aligned with current function and requirement for his promotion in the field   | <table border="1"> <tr> <td align="center">Y</td> <td align="center">N</td> </tr> </table>  | Y | N | <hr/> PETRO         |     |             |
| Y   | N   |   |   |                     |     |             |

Recommendation: \_\_\_\_\_

**TERESA ROSALIE D. DEL VALLE, MD, FPPA, MMHoA**  
Chief PETRO

Approved

Disapproved

**NOEL V. REYES, MD, FPPA, MMHoA**  
Medical Center Chief II