



Republic of the Philippines  
**COMMISSION ON AUDIT**  
ADMINISTRATION SECTOR  
HUMAN RESOURCE MANAGEMENT OFFICE  
Commonwealth Avenue, Quezon City

**Committee on Evaluation of Applications for  
Rehabilitation Leave Privilege and Claim for Benefits  
under Section 699 of the Revised Administrative Code  
(RAC)**

Checklist for Application for Rehabilitation Leave under DBM-CSC  
Joint Circular No. 1, s. 2006 dated April 27, 2006

1. Application Letter addressed to the COA Chairperson thru aforesaid Committee, HRMO.
2. Incident Report showing that the injury was sustained while in the actual performance of duty and confirmed by/attested by his/her immediate supervisor.
3. Notarized Original Medical Certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest/recuperation stating the duration (if photocopied, be sure to have it authenticated by your respective Administrative Officer).
4. Written concurrence of a government physician relative to the recommendation for rehabilitation if the attending physician is a private practitioner.
5. Letter explanation (valid and justifiable) in case of delay in filing the application which should be made within one (1) week from the time of the injury/illness.