

REVENUE MEMORANDUM ORDER No. 78-98 issued October 15, 1998 prescribes the guidelines relative to the issuance of medical certificate for leave purposes. The medical certificate should clearly state the name of the employee, the diagnosis, the length of confinement (inclusive date of sick leave), the name of the attending physician and license number. The medical certificate should be accomplished in the physician's own prescription pad or the clinic's or hospital's official letter head if the former is not available. All medical certificates for sick leave exceeding 5 days should be submitted to the medical clinic for approval and authentication within 2 weeks after the employee has reported back for work. It should be hand-carried by the employee applying for sick leave for further evaluation by the clinic physician, except for a reasonable cause. Moreover, all sick leave applications exceeding 21 working days or 1 month and those unreasonably long should be accompanied by an affidavit from the attending physician who issued the medical certificate attesting that the medical condition of the patient really necessitates long vacation from work.