



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

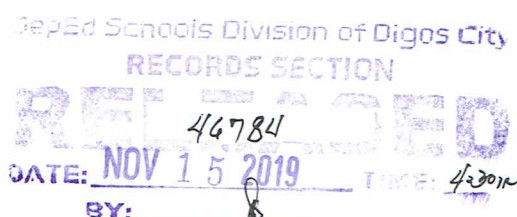
November 15, 2019

No. 1033, s. 2019

SIGNATORIES FOR THE APPLICATION FOR LEAVE (CSC FORM 6)

**ALL TEACHING AND NON-TEACHING PERSONNEL IN THE
SCHOOLS DIVISION OFFICE AND SCHOOLS**

1. Relative to the Rule on Delegation of Functions, the following guidelines shall be observed for the fast and prompt action on the leave application of the personnel of this Schools Division Office:
 - a. For application for leave less than 5 days - the HRMO shall certify as to the balance of the personnel's leave credits and approved by the Administrative Officer V.
 - b. For application for leave 5 days and more with a letter explaining the reason for such leave of absence together with a Medical Certificate in case of Sick Leave - the Administrative Officer V shall certify as to the balance of the personnel's leave credits and approved by the Schools Division Superintendent.
 - c. For Forced Leave application which shall be submitted 5 days before the scheduled leave of absence - the Administrative Officer V shall certify as to the balance of the leave credits and approved by the Schools Division Superintendent.
 - d. For Maternity Leave, Leave pursuant to the Magna Carta of Women, Solo Parent Leave, VAWC Leave, Paternity Leave, Special Leave and Other Leave benefit provided by law - the HRMO shall certify as to the balance of the personnel's leave credits and approve by the Administrative Officer V.
 - e. For the application for leave of the HRMO - the Administrative Officer V shall certify as to the balance of her leave credits and approved by the Schools Division Superintendent.
 - f. For travel abroad – the Application for Leave certified by the HRMO as to the balance of the personnel's leave credits and Schools Division Superintendent. The application for Leave (CSC Form 6) shall be attached with an Indorsement from the School Head, Certificate of No Disruption of Classes and Medical Certificate if the travel is in relation to a medical attention to be undertaken abroad.
2. The application for vacation and forced leave shall be applied prior to the scheduled leave while sick must filed upon return to work of the personnel. Sick leave application 5 days or more shall be covered with a medical certificate. Further, leave application pursuant to provisions of law shall be submitted within reasonable time before going on leave.
3. This Memorandum shall take effect immediately and shall remain valid until revoked.
4. For immediate dissemination and strict compliance.




CRISTY C. EPE, CESE
Schools Division Superintendent