



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**March 6, 2020**

**DIVISION MEMORANDUM**  
No. 184, s. 2020

**SIGNATORIES IN THE CSC FORM 6 (APPLICATION FOR LEAVE)  
FOR FIVE (5) DAYS BUT LESS THAN TWENTY (20) DAYS**

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
ADMINISTRATIVE OFFICER V  
ADMINISTRATIVE OFFICER IV (RECORDS)  
ALL OTHERS CONCERNED**

1. Relative the Ease of Doing Business in this Schools Division Office, all personnel are hereby informed that the approval of the Civil Service Commission (CSC) Form No. 6 (Application for Leave) relative to **SICK LEAVE** application for five (5) days but not more than twenty (20) days shall be delegated to the Assistant Schools Division Superintendent.
2. The CSC Form 6 (Application for Leave) indicating a sick leave application shall be submitted to the Office of the Assistant Schools Division Superintendent attached with the following documents:
  - Request letter from the applicant;
  - Medical Certificate;
  - Certification of No-Disruption of Classes for Teacher. For Non-Teaching Personnel, a Memorandum/Certification addressed to a certain personnel who will momentarily assumed the duties and responsibilities of the personnel going on leave;
  - Indorsement from concerned School Hear or Division/Section Chief.
3. The Application for Leave (CSC Form 6) indicating a sick leave application for one (1) day to four (4) days of all personnel shall be approved by the Administrative Officer V, as indicated in the earlier memorandum issued by the Schools Division Superintendent.
4. This directive does not include the approval of the application for leave of the Schools Division Superintendent as it shall be submitted to the DepEd Regional Office XI.
5. The School Division Superintendent shall be the approving authority for Application for Leave (CSC Form 6) for more than twenty (20) days. For leave application indicating thirty (30) days or more shall be attached with the appropriate clearances as mandated by Civil Service rules and regulation.



6. In view of the foregoing provisions, Schools Head, the Human Resource Management Office and all concerned personnel are hereby enjoined to prepare the CSC Form 6 (Application for Leave) properly pertaining to the name of the **approving authority and other signatories** appearing in the said leave form. **Erasures on this form are highly discouraged.**
7. For immediate dissemination and strict compliance.



**CRISTY C. EPE**  
Schools Division Superintendent

**CepEd Schools Division of Digos City**  
**RECORDS SECTION**

**RELEASED** 56384

DATE: 06 MAR 2020 TIME: 5:12

BY: 

