



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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**DIVISION MEMORANDUM**  
No. 305, s. 2021

May 28, 2021

**SUBMISSION OF DOCUMENTS FOR MATERNITY LEAVE AND MAGNA CARTA  
FOR WOMEN LEAVE**

To: Public Schools District Supervisors  
Public Schools Elementary School Heads  
Public Schools Secondary School Heads  
All Concerned Personnel

1. Relative to our aim to deploy substitute teachers on time, School Heads with teachers who will be on Maternity leave or Magna Carta for Women leave are advised to submit to the Division Office Human Resource Section the following documents at least a month prior to the scheduled date of delivery or procedure, to wit:
  - Signed CSC FORM 6
  - Signed School, District and Division Clearances
  - Medical Certificate with attached ultrasound result indicating the expected date of delivery (for Maternity Leave)
  - Medical Certificate indicating the date of the procedure (for Magna Carta for Women Leave)
  - Report of Vacancy and Assignment (ROVA)
2. Early submission of these documents will give time for the proposed substitute teacher to prepare the necessary documents for appointment and will give time for the Office to process the said appointment. For more inquiries on this, kindly contact the Human Resource Section's official mobile number 096355000721.
3. Immediate dissemination and strict compliance of this memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent



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