



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 004, s. 2022

January 03, 2022

RECALL ORDER OF APPROVED FORCE LEAVE

To: GERALDINE M. RANARA


1. In the exigency of the service, you are hereby directed to report to work on December 29, 2022, to help in the pay-out/release of the Service Recognition Incentive (SRI) to all Digos City Division personnel.
2. In view hereof, your Approved Force Leave is/are hereby recalled. Hence, the Human Resource Management Office is likewise directed to reinstate the said leave to your total accumulated Vacation Leave for CY 2022.
3. For compliance.


CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

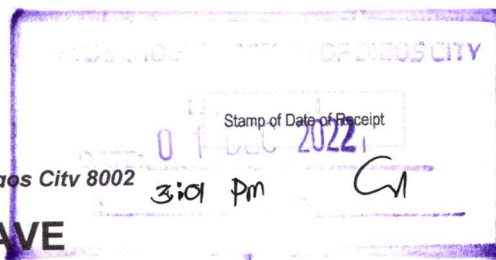
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DATE: JAN 03 2022 TIME: 3:02 PM
BY: 





Republic of the Philippines
 Department of Education
 Schools Division of Digos City
 Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT Human Resource Section	2. NAME : Ranara, Geraldine Monteza
3. DATE OF FILING December 1, 2022	4. POSITION Administrative Officer II 5. SALARY P 25, 439.00

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p><u>1 day</u></p> <p>INCLUSIVE DATES</p> <p><u>December 29, 2022</u></p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: center;"> (Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p style="text-align: center;">As of 03 DEC 2022</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">7</td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">MYHARRA FAYE C. ILANOS Administrative Officer IV 12/15/22</p>		Vacation Leave	Sick Leave	Total Earned	9		Less this application	7		Balance			<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p style="text-align: center; margin-top: 10px;"> MYHARRA FAYE C. ILANOS Administrative Officer IV</p>
	Vacation Leave	Sick Leave											
Total Earned	9												
Less this application	7												
Balance													

<p>7.C APPROVED FOR:</p> <p>_____ days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p style="text-align: center; margin-top: 10px;"> FRANCIS JUDE D. ALCOMENDRAS Administrative Officer V</p>
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**ATTENDANCE SHEET
SRI RELEASING
DECEMBER 29, 2022**

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Murilo, de Jean B.	SDO	7:50	[Signature]	8:45	[Signature]
2	EJANOR, GABRIEL MORA	SDA	8:00	[Signature]	8:30	[Signature]
3	FRANCA, ETHEL M.	JOD	8:00	[Signature]	8:45	[Signature]
4	ASARAK, SHEENA	SDO	8:00	[Signature]	8:43	[Signature]
5	KOTSEU RAY GARYS	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRADE V-AMIGU	SDO	6:30	[Signature]	10:00	[Signature]
7	CHIONA, ALEH	SDO	8:00	[Signature]	8:00	[Signature]
8	Zambora, Vincent	SDO	8:00	[Signature]	8:00	[Signature]
9	Helena Solar	SDA	8:00	[Signature]	8:00	[Signature]
10	Mam SA Rosalita	SDO	8:00	[Signature]	8:00	[Signature]
11	PANTONIA, Renante	SDO	8:00	[Signature]	8:00	[Signature]
12	FRANCO, JUAN D. BUN BUNDA	SDO	8:00	[Signature]	8:45	[Signature]
13	Gen R. Pasa-as...	SDO	8:00	[Signature]	7:50	[Signature]
14	Rosalia Lambert	SDO	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTIVADO	CDO	8:00	[Signature]	5:10	[Signature]
16	DOMINADOR O. ESPRACIO	SDO	8:00	[Signature]	7:21	[Signature]
17	DANILLO M. ESCOB, JR	SDO	8:00	[Signature]	7:00	[Signature]
18	Geraldine M. Panam	SDO	8:00	[Signature]	12:00	[Signature]
19	Noreliza A. Misal	SDO	8:00	[Signature]	7:20	[Signature]
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