



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. 005, s. 2022

January 03, 2022

**RECALL ORDER OF APPROVED FORCE LEAVE**

**To: SHEENA A. ASARAK**

1. In the exigency of the service, you are hereby directed to report to work on December 28-29, 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

**RELEASED**  
27-96022

DATE: JAN 06 2022 TIME: 3:02pm

BY:





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

Stamp of Date of Receipt

## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <b>Cash Section</b>	2. NAME : (Last) (First) (Middle) <b>ASARAK, SHEENA A.</b>	
3. DATE OF FILING <b>NOV. 23, 2022</b>	4. POSITION <b>AO II</b>	5. SALARY <b>25,439.00</b>

### 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"/> <b>Mandatory/Forced Leave</b> (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><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</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><b>5 DAYS</b></p> <p>INCLUSIVE DATES</p> <p><b>DEC. 12, 19, 27-29, 2022</b></p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: right;"><i>Sparrh</i> (Signature of Applicant)</p>
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### 7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of <b>29 NOV 2022</b></p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>27</td> <td></td> </tr> <tr> <td>Less this application</td> <td>5</td> <td></td> </tr> <tr> <td>Balance</td> <td>18</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><b>MYHRRRA FAYE C. ILANOS</b> ADMINISTRATIVE OFFICER IV</p>		Vacation Leave	Sick Leave	Total Earned	27		Less this application	5		Balance	18		<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: center;"><b>MYHRRRA FAYE C. ILANOS</b> ADMINISTRATIVE OFFICER IV</p>
	Vacation Leave	Sick Leave											
Total Earned	27												
Less this application	5												
Balance	18												

<p>7.C APPROVED FOR:</p> <p><input checked="" type="checkbox"/> 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;"><i>Francis Jude D. Alcomendras</i> <b>FRANCIS JUDE D. ALCOMENDRAS</b> Administrative Officer V</p>
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**ATTENDANCE SHEET  
SRI RELEASING  
DECEMBER 28, 2022**

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Abucado, De Juan B.	SDO	7:49		7:30	
2	EJAMOR, ANTONOLYN MAMA	SDO	7:55		7:30	
3	TABALBA, ENRIE M.	SDO	7:59	thutubalen	8:00	thutubalen
4	ASARAK, JIRENA	SDO	8:00		8:00	
5	ROSEN RAY GAYUS	SDO-ATU	8:00		7:00	
6	DIANA GRACE V. AMIGU	SDO	7:50		7:00	
7	Ching, MEI	SDO	7:57		5:30	
8	Zambon Vincent	SDO	8:00		6:00	
9	Solon Helena	SDO	8:00		6:00	
10	Mary SA, Rosalyn	SDO	8:00		8:00	
11	Panfonia, Renante A.	SDO	8:00		7:00	
12	FRANCIS JUNE D. ALAMBUKIM	SDO	8:00		8:00	
13	Ray F. Zamora	SDO	8:00		7:00	
14	MARCELINO B. RANOLLO	SDO	8:00		7:00	
15	DOMINADOR O. ESPALDO	SDO	8:00		7:00	
16	DANILO M. BOLON	SDO	8:00		7:00	
17	GENYE D. PINS	SDO	8:00		6:00	
18	NORELZA A. MISAL	SDO	8:00		8:00	
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**ATTENDANCE SHEET  
SRI RELEASING  
DECEMBER 29, 2022**

NO	NAME	OFFICE	AM		PM	
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1	Arwanto, De Gwan B.	SDO	7:50	[Signature]	8:40	[Signature]
2	ELMOR, GABRIEL MORA	SDO	8:00	[Signature]	8:30	[Signature]
3	TRABALA, ETHEL M.	SDO	8:00	[Signature]	8:40	[Signature]
4	ASARAK, CHEENA	SDO	8:00	[Signature]	8:40	[Signature]
5	KOTSEN RAY GAYUS	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRAZIE V-AMIGU	SDO	8:30	[Signature]	10:00	[Signature]
7	CHION, ALEH	SDO	8:00	[Signature]	8:00	[Signature]
8	Zambora, Vincent	SDO	8:00	[Signature]	8:00	[Signature]
9	Helewa Solar	SDO	8:00	[Signature]	8:00	[Signature]
10	Mary SA Rosalita	CDO	8:00	[Signature]	8:00	[Signature]
11	Pantonia, Renante	SDO	8:00	[Signature]	8:00	[Signature]
12	FRANCIS JUAN B. BUSTOS	SDO	8:00	[Signature]	8:40	[Signature]
13	Gen F. Para-asi	SDO	8:00	[Signature]	7:00	[Signature]
14	Ricardo Lambert	SDO	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTAYO	CDO	8:00	[Signature]	8:00	[Signature]
16	DOMINADOR O. ESPACIO	SDO	8:00	[Signature]	7:20	[Signature]
17	DANUO M. ESCOBAR, JR	SDO	8:00	[Signature]	7:00	[Signature]
18	Genadio M. Panara	SDO	8:00	[Signature]	12:00	[Signature]
19	Norehiza A. Misal	SDO	8:00	[Signature]	7:00	[Signature]
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