



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. 010, s. 2022

January 03, 2022

**RECALL ORDER OF APPROVED FORCE LEAVE**

**To: GWENDOLYN MARA L. ESCANER**

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

Schools Division of Digos City  
RECORDS SECTION  
23-96022  
DATE: JAN 09 2023 TIME: 11:04 AM  
BY:





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

Stamp of Date of Receipt

### APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT **ADMIN OFFICE**      2. NAME : (Last) **ESCANER,** (First) **GWENDOLYN MARA** (Middle) **L.**

3. DATE OF FILING 11/28/2022      4. POSITION ADA VI      5. SALARY \_\_\_\_\_

#### 6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

**Mandatory/Forced Leave** (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)

Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)

Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)

Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)

Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)

Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)

Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)

Adoption Leave (R.A. No. 8552)

Others: \_\_\_\_\_

6.B DETAILS OF LEAVE

*In case of Vacation/Special Privilege Leave:*

Within the Philippines \_\_\_\_\_

Abroad (Specify) \_\_\_\_\_

*In case of Sick Leave:*

In Hospital (Specify Illness) \_\_\_\_\_

Out Patient (Specify Illness) \_\_\_\_\_

\_\_\_\_\_

*In case of Special Leave Benefits for Women:*

(Specify Illness) \_\_\_\_\_

\_\_\_\_\_

*In case of Study Leave:*

Completion of Master's Degree

BAR/Board Examination Review

*Other purpose:*

Monetization of Leave Credits

Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR 5 DAYS

INCLUSIVE DATES Dec. 19, 20, 27, 28, 29

6.D COMMUTATION

Not Requested

Requested

\_\_\_\_\_ (Signature of Applicant)

#### 7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 29 NOV 2022

	Vacation Leave	Sick Leave
Total Earned	12	
Less this application	5	
Balance	7	

\_\_\_\_\_ MYHRRRA FAYE C. LLANOS, Administrative Officer IV

7.B RECOMMENDATION

For approval

For disapproval due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ FRANCIS JUDE D. ALCOMENDRAS, Administrative Officer V

7.C APPROVED FOR:

days with pay

\_\_\_\_\_ days without pay

\_\_\_\_\_ others (Specify)

7.D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ FRANCIS JUDE D. ALCOMENDRAS, JD, MP, Administrative Officer V

**BASILIO P. MANA-AY, JR.**  
Assistant Schools Division Superintendent

**ATTENDANCE SHEET  
SRI RELEASING  
DECEMBER 28, 2022**

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Abuculo, De gran B.	SDD	7:49		7:30	
2	ECANOR, ANTONIO MAMA	SDD	7:55		7:30	
3	TRINIDAD, ENRIE M.	SDD	7:59	frutuballen	8:00	frutuballen
4	ASARAK, JIRENA	SDD	8:00		8:00	
5	ROSEN RAY GAYUS	SDD - AMU	8:00		7:00	
6	DIANA GRACE V. AMIGU	SDD	7:50		7:00	
7	Chimo, MEA	SDD	7:50		7:30	
8	Zambon, Valent	SDD	8:00		8:00	
9	Solon, Helena	SDD	8:00		8:00	
10	MARY SA, ROSALIN	SDD	8:00		8:00	
11	PANTONIA, Renante A.	SDD	8:00		7:00	
12	FRANCO JAMES D. ALAMBURAN	SDD	8:00		8:00	
13	LOPEZ, F. ROSALIN	SDD	8:00		7:00	
14	MARCELINE B. RANOLLO	SDD	8:00		7:00	
15	DOMINADOR O. ESPALDO	SDD	8:00		7:00	
16	DANILO M. BOLON	SDD	8:00		7:00	
17	GENIE D. PINS	SDD	8:00		6:00	
18	NORELIZA A. MISAL	SDD	8:00		8:00	
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**ATTENDANCE SHEET  
SRI RELEASING  
DECEMBER 29, 2022**

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Arivaldo, de gran p.	SDO	7:50	[Signature]	8:40	[Signature]
2	ELCARRER, GUMABOTIN MIRA	SDO	8:00	[Signature]	8:30	[Signature]
3	FRANCA, ETHER M.	SDO	8:00	[Signature]	8:40	[Signature]
4	ASARAK, SHEENA	SDO	8:00	[Signature]	8:40	[Signature]
5	ICOTSEN RAY GAYUS	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRADE V-AMIGU	SDO	6:30	[Signature]	10:00	[Signature]
7	CHIONG, ALEH	SDO	8:00	[Signature]	8:00	[Signature]
8	Zambora, Vincent	SDO	8:00	[Signature]	8:00	[Signature]
9	Hedera Solar	SDA	8:00	[Signature]	8:00	[Signature]
10	Mam SA Kesulitan	SDU	8:00	[Signature]	8:00	[Signature]
11	PANTONIA, Renante	SDO	8:00	[Signature]	8:00	[Signature]
12	FRANCO, JUAN D. BUN M. BUNDA	SDO	8:00	[Signature]	8:40	[Signature]
13	Gen F. Pasa...	SDO	8:00	[Signature]	7:00	[Signature]
14	Rosalia Lambert	SDO	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTILO	CDO	8:00	[Signature]	8:00	[Signature]
16	DOMINADOR O. ESPACIO	SDO	8:00	[Signature]	7:20	[Signature]
17	DANILO M. ESPINOZA	SDO	8:00	[Signature]	7:00	[Signature]
18	Genelia M. Panara	SDO	8:00	[Signature]	12:00	[Signature]
19	Noreña A. Misal	SDO	8:00	[Signature]	7:00	[Signature]
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