



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. 011, s. 2023

January 03, 2022

RECALL ORDER OF APPROVED FORCE LEAVE

To: JOEL E. ESTOMO

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

RELEASED 27-96177

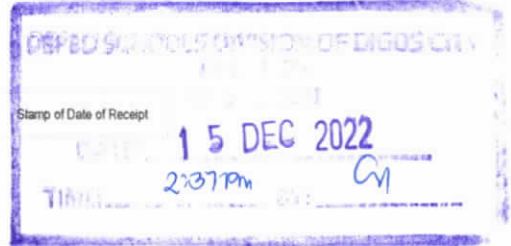
DATE: JAN 09 2023 TIME: 4:15pm

BY:





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



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT: ADMIN
 2. NAME: (Last) ESTOMO (First) JOEL (Middle Name) ESPAÑO
 3. DATE OF FILING: 12-15-2022
 4. POSITION: ADMINISTRATIVE ASSISTANT II
 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: 3 days
 INCLUSIVE DATES: Dec. 23, 28, 29, 2022

6.D COMMUTATION

- Not Requested
- Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

A

	Vacation Leave	Sick Leave
Total Earned	6	
Less this application	3	
Balance	3	

MHYRRA FAYE CILLANOS
(Authorized Officer)

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

(Authorized Officer)

7.C APPROVED FOR: 3 days with pay
 _____ days without pay
 _____ others (Specify)

DISAPPROVED DUE TO:

FRANCIS JUDE DALCOMENDRAS
ADMINISTRATIVE OFFICER V

BASILIO P. MANA-AY, JR.
Asst. Schools Division Superintendent
(Authorized Official)



Republic of the Philippines
Department of Education
Schools Division Office - 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	2. NAME : (Last) ESTOMO	(First) JOEL	(Middle Name) ESPAÑO
3. DATE OF FILING 12-15-2022	4. POSITION ADMINISTRATIVE ASSISTANT II	5. SALARY _____	

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 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 3 days</p> <p>INCLUSIVE DATES Dec 28, 28, 29, 2922</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: right;"><i>[Signature]</i> (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: right; color: blue; font-weight: bold;">19 DEC 2022</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:40%;">Vacation Leave</td> <td style="width:50%;">Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">3</td> <td></td> </tr> </table> <p style="text-align: center;">MHYRRA FAYE C. LLANOS (Authorized Officer) <i>[Signature]</i></p>		Vacation Leave	Sick Leave	Total Earned	4		Less this application	1		Balance	3		<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">(Authorized Officer)</p>
	Vacation Leave	Sick Leave											
Total Earned	4												
Less this application	1												
Balance	3												

<p>7.C APPROVED FOR:</p> <p>1 days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p style="text-align: center;"><i>[Signature]</i> FRANCIS JUDE D. ALCOMENDRAS ADMINISTRATIVE OFFICER V</p>
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BASILIO P. MANA-AY, JR.
Asst. Schools Division Superintendent

(Authorized Official)



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	2. NAME : (Last) ESTOMO	(First) JOEL	(Middle Name) ESPIRANO
3. DATE OF FILING 12-25-2022	4. POSITION ADMINISTRATIVE ASSISTANT II	5. SALARY _____	

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 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. 6, 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 3 days</p> <p>INCLUSIVE DATES Dec. 23, 28, 29, 2022</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: center;"><i>[Signature]</i> (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: right; color: blue; font-size: 1.2em;">19 DEC 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">A</td> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Vacation Leave</td> <td style="width: 30%; text-align: center;">Sick Leave</td> </tr> <tr> <td style="text-align: center;">Total Earned</td> <td style="text-align: center;">4</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Less this application</td> <td style="text-align: center;">1</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Balance</td> <td style="text-align: center;">3</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">MHYRRA FAYE C. LANOS (Authorized Officer)</p>	A		Vacation Leave	Sick Leave	Total Earned	4			Less this application	1			Balance	3			<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p>_____</p> <p style="text-align: center;">(Authorized Officer)</p>
A		Vacation Leave	Sick Leave														
Total Earned	4																
Less this application	1																
Balance	3																

<p>7.C APPROVED FOR:</p> <p>3 days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p style="text-align: center;">FRANCIS JUDE D. ALCOMENDRAS ADMINISTRATIVE OFFICER V</p> <p style="text-align: center;">BASILIO P. MANA-AY, JR. Asst. Schools Division Superintendent</p> <p style="text-align: center;">(Authorized Official)</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 A.	SDO	7:50	[Signature]	8:40	[Signature]
2	ESLONAR, Gwendolyn Maria	SDO	8:00	[Signature]	8:30	[Signature]
3	FRANCO, ETIEN M.	POD	8:00	[Signature]	8:40	[Signature]
4	ASARAK, CHEENA	SDO	8:00	[Signature]	8:40	[Signature]
5	KOTSEN RAY CARUS	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRACE V-AMIGU	SDO	6:30	[Signature]	10:00	[Signature]
7	CHION, ALEH	SDO	8:00	[Signature]	8:00	[Signature]
8	Zambora, Vincent	SDO-	8:00	[Signature]	6:00	[Signature]
9	Helewa Solar	SDA	8:00	[Signature]	8:00	[Signature]
10	Mary Sol Rosalita	APU	8:00	[Signature]	8:00	[Signature]
11	Pantonia, Renante	SDO	8:00	[Signature]	8:00	[Signature]
12	FRANCO, JUAN D. BUSTAMANTE	SDO	8:00	[Signature]	8:40	[Signature]
13	Gen. F. Pasa-Asia	SDO	8:00	[Signature]	7:00	[Signature]
14	Ricardo Cerezo	SDO	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTEBAN	CDO	8:00	[Signature]	8:00	[Signature]
16	DOMINADOR O. ESPACIO	SDO	8:00	[Signature]	7:20	[Signature]
17	DANILLO M. ESPINOZA	SDO	8:00	[Signature]	7:00	[Signature]
18	Genelina M. Panara	SDO	8:00	[Signature]	12:00	[Signature]
19	Norehiza A. Misal	SDO	8:00	[Signature]	7:00	[Signature]
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