



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. 012, s. 2023

January 03, 2022

**RECALL ORDER OF APPROVED FORCE LEAVE**

**To: GUY R. MARA-ASIN**

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

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: JAN 09 2023 TIME: 4:11 pm

BY: [Signature]





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 SPD 2. NAME : (Last) (First) (Middle)  
MARA-ASIN GUY RABAGO

3. DATE OF FILING 12/19/2022 4. POSITION ADMINISTRATIVE OFFICER II 5. SALARY 7 25,439.00

### 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:  
**FORCE LEAVE**

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  
2 DAYS

INCLUSIVE DATES  
12/23/29/2022

6.D COMMUTATION

Not Requested

Requested

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

### 7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 19 DEC 2022

	Vacation Leave	Sick Leave
Total Earned	8	
Less this application	5	
Balance	3	

\_\_\_\_\_  
MYHERRA FAYE C. GLANOS  
Administrative Officer IV (HRMO)

7.B RECOMMENDATION

For approval

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

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

7.C APPROVED FOR:

3 days with pay

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

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

\_\_\_\_\_  
BASILIO P. MANA-AY, JR., CESO VI  
Assistant Schools Division Superintendent

7.D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



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 <u>SDD</u>	2. NAME : (Last) (First) (Middle) MARA-ASIN GUY RABAGO	
3. DATE OF FILING <u>12/19/2022</u>	4. POSITION <u>ADMINISTRATIVE OFFICER II</u>	5. SALARY <u>25,439.00</u>

### 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: <b>FORCE LEAVE</b></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> (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 <u>2 DAYS</u></p> <p>INCLUSIVE DATES <u>12/23, 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: right;">_____ (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 <u>19 DEC 2022</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">0</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><b>MYHRBA FAYE C. LLANOS</b> Administrative Officer V (HRMO)</p>		Vacation Leave	Sick Leave	Total Earned	5		Less this application	5		Balance	0		<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>FRANCIS JUDE D. ALCOMENDRAS</b> Administrative Officer V</p>
	Vacation Leave	Sick Leave											
Total Earned	5												
Less this application	5												
Balance	0												

<p>7.C APPROVED FOR:</p> <p><u>5</u> days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p> <p style="text-align: center;"><b>BASILIO P. MANA-AY, JR., CESO VI</b> Assistant Schools Division Superintendent</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>FRANCIS JUDE D. ALCOMENDRAS, JD, MPA</b> Administrative Officer V</p>
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Stamp of Date of Receipt

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3. DATE OF FILING 12/19/2022      4. POSITION ADMINISTRATIVE OFFICER II      5. SALARY 25,439.00

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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

2 DAYS

INCLUSIVE DATES

12/23, 29/2022

6.D COMMUTATION

Not Requested

Requested

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

### 7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 19 DEC 2022

	Vacation Leave	Sick Leave
Total Earned	<u>6</u>	
Less this application	<u>5</u>	
Balance	<u>1</u>	

\_\_\_\_\_  
MYHARRA FAYE C. LLANOS  
Administrative Officer IV (HRMO)

7.B RECOMMENDATION

For approval

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

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

7.C APPROVED FOR:

6 days with pay

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

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

7.D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**FRANCIS JUDE D. ALCOMENDRAS, JD, MPA**  
Administrative Officer V

**ATTENDANCE SHEET  
SRI RELEASING  
DECEMBER 29, 2022**

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Arvalo, De Juan B.	SDO	7:50	[Signature]	8:45	[Signature]
2	ELANOR, GONDOVIN MORA	SDO	8:00	[Signature]	8:36	[Signature]
3	FRANCA, ETIEN M.	POO	8:00	[Signature]	8:48	[Signature]
4	ASARAK, CHEENA	SDO	8:00	[Signature]	8:43	[Signature]
5	KOTSEN RAY GARDU	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRAZIE 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	Helena Salas	SDA	8:00	[Signature]	8:00	[Signature]
10	Mary Sol Rosalita	SPD	8:00	[Signature]	8:00	[Signature]
11	Pantonia, Renante	SDO	8:00	[Signature]	8:00	[Signature]
12	FRANCIS JUAN D. BUNYAN	SDO	8:00	[Signature]	8:43	[Signature]
13	Gen F. Lara-Asin	SPD	8:00	[Signature]	7:00	[Signature]
14	Ricardo Lumbay	SPD	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTADO	CDO	8:00	[Signature]	8:00	[Signature]
16	DOMINADOR O. ESPACIO	SDO	8:00	[Signature]	7:21	[Signature]
17	DANILO M. ESCOBAR, JR	SPD	8:00	[Signature]	7:00	[Signature]
18	Geraldine M. Panara	SPD	8:00	[Signature]	12:00	[Signature]
19	Noreliza A. Misal	SPD	8:00	[Signature]	7:00	[Signature]
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