



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. 020, s. 2022

January 03, 2022

RECALL ORDER OF APPROVED FORCE LEAVE

To: VINCENT S. ZAMBRA

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





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

DepEd Schools Division Office of Digos City
RECORDS SECTION



RECEIVED

95377

DATE: DEC 14 2022

TIME: 2:27pm

APPLICATION FOR LEAVE

BY: [Signature]

1. OFFICE/DEPARTMENT: ADMIN SERVICES

2. NAME: (Last) ZAMBRA, (First) VICENT, (Middle) S

3. DATE OF FILING: DEC. 14, 2022

4. POSITION: ADAS III

5. SALARY: ₱20,572.11

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. 14-21 & DEC. 28-29, 2022

6.D COMMUTATION

Not Requested

Requested

[Signature]
(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 14 DEC 2022

	Vacation Leave	Sick Leave
Total Earned	<u>27</u>	
Less this application	<u>5</u>	
Balance	<u>14</u>	

MYTHRA FAYE C. LANOS

Administrative Officer IV

7.B RECOMMENDATION

For approval

For disapproval due to _____

FRANCIS JUDE D. ALCOMENDRAS

Administrative Officer V-Admin.

7.C APPROVED FOR:

5 days with pay
____ days without pay
____ others (Specify)

7.D DISAPPROVED DUE TO:

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V-Admin.



Republic of the Philippines
Department of Education
Schools Division Office 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 SERVICES 2. NAME : (Last) ZAMBRA (First) VINCENT (Middle) S.

3. DATE OF FILING: DEC. 14, 2022 4. POSITION AVDAS III 5. SALARY ₱20,572.00

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)
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- 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)
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- 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. 19-21 & DEC. 28-29, 2022

6.D COMMUTATION

- Not Requested
- Requested

_____ (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS 14 DEC 2022

As _____

	Vacation Leave	Sick Leave
Total Earned	23	
Less this application	3	
Balance	18	

_____ MYHBRA FAYE C. LLANOS
Administrative Officer IV

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

_____ FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V-Admin.

7.C APPROVED FOR:

5 days with pay
_____ days without pay
_____ others (Specify)

_____ FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V-Admin.

7.D DISAPPROVED DUE TO:



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 SERVICES

2. NAME: (Last) ZAMORA, (First) VINCENT, (Middle) S.

3. DATE OF FILING: DEC. 14, 2022

4. POSITION: ADAS III

5. SALARY: P20,572.11

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)
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- Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- Adoption Leave (R.A. No. 8552)

Others: _____

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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
5 Days

INCLUSIVE DATES
DEC. 19-21 & DEC. 28-29, 2022

6.D COMMUTATION

- Not Requested
- Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS 14 DEC 2022

As _____

	Vacation Leave	Sick Leave
Total Earned	<u>27</u>	
Less this application	<u>13</u>	
Balance	<u>14</u>	

MYHRRRA FAYE C. LANOS
Administrative Officer IV/L

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V-Admin.

7.C APPROVED FOR:

- 5 days with pay
- _____ days without pay
- _____ others (Specify)

7.D DISAPPROVED DUE TO:

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V-Admin.

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

NO	NAME	OFFICE	AM		PM	
			TIME	Signature	TIME	Signature
1	Abucado, De Juan B.	SDD	7:49		7:34	
2	ECUMAR, ANTONOLYN MAMA	SDD	7:55		7:30	
3	TABALBA, ENRIEL M.	SDD	7:59	tabalben	8:00	tabalben
4	ASARAK, STEENA	SDD	8:00		8:00	
5	ROSEN RAY GAYDA	SDD-ARTU	8:00		7:00	
6	DIANA GRACE V. AMIGU	SDD	7:50		7:00	
7	Ching, NENA	SDD	7:50		5:30	
8	Zambon, Valerit	SDD	8:00		6:00	
9	Solon, Helena	SDD	8:00		6:00	
10	Mary SA, Rosalinda	SDD	8:00		8:00	
11	PANTONIA, RENANTE A.	SDD	8:00		7:00	
12	FRANCIS MARY D. ALAMENDRA	SDD	8:00		8:00	
13	by P. Rosalinda	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	GENE D. PIVS	SDD	8:00		6:00	
18	NORELDA 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	Arizolo, Le Jean B.	SDO	7:50	[Signature]	8:40	[Signature]
2	ESCOMER, GONZALEZ MARIA	SDO	8:00	[Signature]	8:30	[Signature]
3	TRABALBA, ETHEL M.	POO	8:00	[Signature]	8:40	[Signature]
4	ASARAK, SHEENA	SDO	8:00	[Signature]	8:43	[Signature]
5	ICOTSEN RAY GAYUS	SDO-AMU	8:00	[Signature]	7:00	[Signature]
6	DIANA GRACE V-AMIGO	SDO	6:30	[Signature]	10:00	[Signature]
7	CHIONG, ALEX	SDO	8:00	[Signature]	8:00	[Signature]
8	Zambora, Vincent	SDO-	8:00	[Signature]	6:00	[Signature]
9	Helena Soler	SM	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 JIM, D. DUMAYAN	SDO	8:00	[Signature]	8:40	[Signature]
13	Gen F. Lara - Jr.	SDO	8:00	[Signature]	7:00	[Signature]
14	Ricardo Lumbert	SPD	8:00	[Signature]	7:00	[Signature]
15	JOEL ESTABO	CDO	8:00	[Signature]	8:00	[Signature]
16	DOMINADOR O. ESPACIO	SDO	8:00	[Signature]	7:21	[Signature]
17	DANILLO M. ESCOB, JR	SDO	8:00	[Signature]	7:00	[Signature]
18	Geraldine M. Panara	SM	8:00	[Signature]	12:00	[Signature]
19	Noreliza A. Misal	SPD	8:00	[Signature]	7:00	[Signature]
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