



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. 146, s. 2023

December 13, 2023

RECALL ORDER OF APPROVED LEAVE

To: JERWIN L. GRANADA
School Principal I

1. In the exigency of the service, you are hereby directed to report to work on December 19, 2023 to attend the Management Committee (MANCOM) Meeting.
2. In view hereof, your Approved 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 2023.
3. For compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC - Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
RELEASED
23-113804
DATE: DEC 14 2023 TIME: 7:20pm
BY: *[Signature]*





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 **BAGUMBHAY ES** 2. NAME : (Last) **GRANADA** (First) **JERWIN** (Middle) **L.**
3. DATE OF FILING **NOVEMBER 14, 2023** 4. POSITION **School Principal I** 5. SALARY **P51,357.00**

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: _____

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 **December 18 - 20, 22, 26, 2023**
December 19, 2023 - recall - mancom

6.D COMMUTATION

- Not Requested
- Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As o **11/20/2023**

	Vacation Leave	Sick Leave
Total Earned	19.7110	
Less this application	3	
Balance	16.7110	

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

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

7.C APPROVED FOR:

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

MELANE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

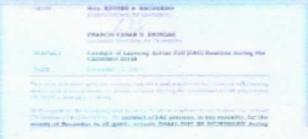
7.D DISAPPROVED DUE TO:

10:26

99%



DepEd D...



Thank you mam
@Melanie Plenos Estacio



7:36 AM

Melanie

Good morning.
Everyone is enjoined to attend the MANCOM on Dec 19. If you have filed and approved leave of absence on that day please recall it.



👍❤️ 24



7:59 AM



Message

