



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. 47, s. 2023

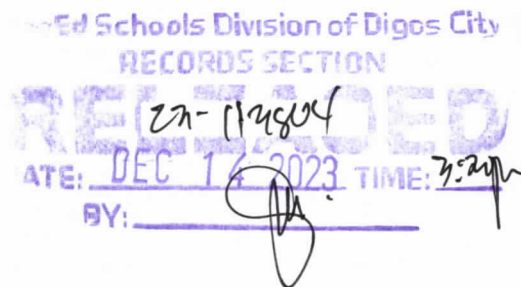
December 13, 2023

RECALL ORDER OF APPROVED LEAVE

To: MELACRES L. CAMPOMAYOR
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, Ph.D., CESO VI
OIC - Schools Division Superintendent





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 LUNGAG ELEM. SCHOOL	2. NAME : MELACRES L. CAMPOMAYOR
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3. DATE OF FILING NOVEMBER 14, 2023	4. POSITION SCHOOL PRINCIPAL 1	5. SALARY PHP51,357.00
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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"/> 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 checked="" 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</p> <p style="text-align: center;"><u>7 Days</u></p> <p>INCLUSIVE DATES <u>18-20; 22; 26, 2023</u></p> <p><u>December 19, 2023 - recalled November</u></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;"><u>[Signature]</u> (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 31 OCT 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">47.775</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">44.775</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p style="text-align: center;">FRANCIS JUDE D. ALCOMENDRAS Administrative Officer V</p>		Vacation Leave	Sick Leave	Total Earned	47.775	3	Less this application	3	3	Balance	44.775	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; margin-top: 20px;"><u>[Signature]</u> BASILIO P. MANA-AY JR. Ed.D Assistant Schools Division Superintendent</p>
	Vacation Leave	Sick Leave											
Total Earned	47.775	3											
Less this application	3	3											
Balance	44.775	0											

<p>7.C APPROVED FOR:</p> <p><u>3</u> days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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[Signature]
MELANIE P. ESTACIO, Ph.D, CESO VI
OIC-Schools Division Superintendent

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

