



115833

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. 006, s. 2024

January 19, 2024

**RECALL ORDER OF APPROVED FORCE LEAVE**

**To: VINCENT S. ZAMBRA**  
**Administrative Assistant III**

1. In the exigency of the service, you are hereby directed to report to work on December 20, 2023 to assist with the SRI Pay-out and to attend the SDO Christmas Party.
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 Office of Digos City

RECORDS SECTION

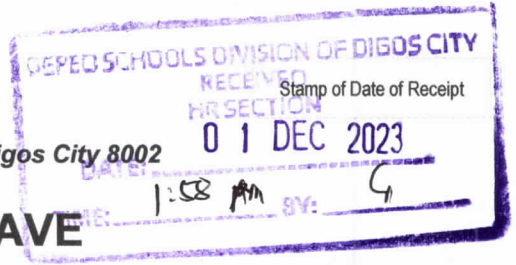
**RELEASED**  
74-115833  
DATE: JAN 25 2024 TIME: 12:11 PM  
BY: *[Signature]*



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002.  
Tel No.: 553-8396/553-8376/553-9170/553-8375  
Fax No.: 553-8396/553-8376. Website: Email: [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



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



## APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT <u>ADMIN SERVICES</u>	2. NAME : (Last) <u>ZAMORA</u> , (First) <u>VINCENT</u> , (Middle Name) <u>-</u>
3. DATE OF FILING <u>12/1/23</u>	4. POSITION <u>ADM III</u> 5. SALARY <u>21,788</u>

### 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 1 DAY

INCLUSIVE DATES 12/20/23

1

6.D COMMUTATION

Not Requested

Requested

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

### 7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of 11/31/23

	Vacation Leave	Sick Leave
Total Earned	<u>9.6450</u>	
Less this application	<u>1</u>	
Balance	<u>8.0450</u>	

**FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V

7.B RECOMMENDATION

For approval

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

\_\_\_\_\_  
**ALELI M. CHONG**  
Administrative Officer IV

7.C APPROVED FOR:

1 days with pay

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

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

7.D DISAPPROVED DUE TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BASILIO P. MANA-AY, JR.**  
Assist. Schools Division Superintendent