



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. 001, s. 2025

January 2, 2025

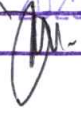
**RECALL ORDER OF APPROVED FORCE LEAVE**

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

1. In the exigency of the service, you are hereby directed to report to work on December 12, 13 & 27, 2024 for the signing of monetary documents..
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 2024.
3. For compliance.

  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent

Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JAN 03 2025 TIME: 1:44 PM  
BY: 



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  
(Agency Name)  
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT ADMINISTRATIVE SERVICES	2. NAME : (Last) ALCOMENDRAS,	(First) FRANCIS JUDE	(Middle) DINGLI
3. DATE OF FILING October 31, 2024	4. POSITION Administrative Officer V	5. SALARY Php. 51,721.00	

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552)  Others: FORCED LEAVE	6.B DETAILS OF LEAVE  In case of Vacation/Special Privilege Leave: <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify)  In case of Sick Leave: <input type="checkbox"/> In Hospital (Specify Illness) <input type="checkbox"/> Out Patient (Specify Illness)  In case of Special Leave Benefits for Women: (Specify Illness)  In case of Study Leave: <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.C NUMBER OF WORKING DAYS APPLIED FOR 5 days  INCLUSIVE DATES December 12, 13, 20, 26 & 27, 2023	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested  (Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of <table><tr><td></td><td>Vacation Leave</td><td>Sick Leave</td></tr><tr><td>Total Earned</td><td>FL 5</td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td>0</td><td></td></tr></table> MYHRRRA FAYE C. LINDOS-BALINGIT Administrative Officer IV		Vacation Leave	Sick Leave	Total Earned	FL 5		Less this application			Balance	0		7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to  Assistant Schools Division Superintendent
	Vacation Leave	Sick Leave											
Total Earned	FL 5												
Less this application													
Balance	0												
7.C APPROVED FOR: 5 days with pay days without pay others (Specify)	7.D DISAPPROVED DUE TO:												

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI  
Assistant Schools Division Superintendent

Republic of the Philippines  
(Agency Name)  
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT  
ADMINISTRATIVE SERVICES

2. NAME : (Last) (First) (Middle)  
ALCOMENDRAS, FRANCIS JUDE DINGLI

3. DATE OF FILING  
October 31, 2024

4. POSITION  
Administrative Officer V

5. SALARY  
Php. 51,721.00

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:

FORCED 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

5 days

INCLUSIVE DATES

December 12, 13, 20, 26 & 27, 2023

6.D COMMUTATION

☒ Not Requested

☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of

	Vacation Leave	Sick Leave
Total Earned	FL 5	
Less this application	3	
Balance	0	

MYHRRA FAYE C. LIANOS-BALINGIT

Administrative Officer IV

7.B RECOMMENDATION

☒ For approval

☐ For disapproval due to

Assistant Schools Division Superintendent

7.C APPROVED FOR:

5 days with pay

days without pay

others (Specify)

7.D DISAPPROVED DUE TO:

MARIA GENEVIEVE T. FRANCISCO, CESO VI

Assistant Schools Division Superintendent



Republic of the Philippines  
(Agency Name)  
(Agency Address)

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT ADMINISTRATIVE SERVICES		2. NAME : (Last) ALCOMENDRAS,		(First) FRANCIS JUDE	(Middle) DINGLI												
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<div>MARIA GENEVIEVE T. FRANCISCO JR., CESO VI Assistant Schools Division Superintendent</div>																	

Republic of the Philippines  
(Agency Name)  
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<div>MARIA GENEVIEVE T. FRANCISQUETE / CESO VI Assistant Schools Division Superintendent</div>															