

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. Ob., 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 PESTACIO, Ph.D., CESO VI

Schools Division Superintendent

nep**Ed** Schools Division of Digos City

IN B

TE: JAN 07 2025 TH

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. Webcite: Email: digos.city@deped.gov.ph



Stamp of Date of Receipt

1. OFFICE/DEPARTMENT	2. NAME : (Las	(First)	(Middle)							
ADMINISTRATIVE SERVICES	ALCOMEN		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 Imple	mentina E.O. No. 292)	In case of Vacation/Specia	I Privilege Leave:							
☑ Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibu		□ Within the Philippines								
□ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementii		□ Abroad (Specify)								
☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, D	OLE and SSS)	In case of Sick Leave:								
□ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998	3, as amended)	□ In Hospital (Specify Illness)								
☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus	Rules Implementing E.O. No. 292)	Out Patient (Specify Illness)								
☐ Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 200	04)									
☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implement	ting E.O. No. 292)	In case of Special Leave Bo	enefits for Women:							
□ 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15,	s. 2005)									
☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus R	Rules Implementing E.O. No. 292)									
☐ Special Leave Benefits for Women (RA No. 971	0 / CSC MC No. 25, s. 2010)	In case of Study Leave:								
☐ Special Emergency (Calamity) Leave (CSC MC	2 No. 2, s. 2012, as amended)	□ Completion of Master's Degree								
☐ Adoption Leave (R.A. No. 8552)		□ BAR/Board Examination Review								
		Other purpose;								
Others:		□ Monetization of Leave Credits								
FORCED LEAVE		□ Terminal Leave								
6.C NUMBER OF WORKING DAYS APPLIED FO	OR	6.D COMMUTATION								
5 days		☑ Not Requested								
INCLUSIVE DATES		□ Requested								
December 12, 13, 20, 26 & 27, 2023										
		(Signature of Applicant)								
7. 0	ETAILS OF ACTION	ON APPLICATION								
7.A CERTIFICATION OF LEAVE CREDITS		7.B RECOMMENDATION								
As c		☑ For approval								
Vacation Leave	Sick Leave	☐ For disapproval due to _								
Less this application			A							
Balance 0										
MYHRRA FAYE C. LLANOS-BAL	INGIT		A)							
Administrative Officer IV	/	Assisstant Schools D	ivision Superintendent							
7.C APPROVED FOR:		7.D DISAPPROVED DUE TO	. /							
5 days with pay										
days without pay others (Specify)										
outdo (openity)		^								
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MAR	RIA GENEV IEVE T. FR ANC	cisque TE, CESO VI								
Assistant Schools Division Superintendent										

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1.	OFFICE/DEPARTMENT	2. NAME:	(Last)		(First)	(Mi	ddle)	
_	ADMINISTRATIVE SERVICES		ALCOMENDR	AS,	FRANCIS JUDE		DINGLI	
3.	DATE OF FILING October 31, 2024	4. POSITIO	ONAdr	ninist	rative Officer V	5. SALARY	Php. 51,721.00	
		6. DET	AILS OF AP	PLIC	ATION			
6.A	TYPE OF LEAVE TO BE AVAILED OF			6.B	DETAILS OF LEAVE			
	Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Imple	menting E.O. No. 29	92)	In	case of Vacation/Speci	al Privilege L	.eave:	
Ø	Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus	s Rules Implementin	g E.O. No. 292)	1	Within the Philippines			
	Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing	ng E.O. No. 292)			22 2 2			
	Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DO	OLE and SSS)		In	case of Sick Leave:			
	Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998	, as amended)		0	In Hospital (Specify Illr	ness,		
	Special Privilege Leave (Sec. 21, Rule XVI, Omnibus	Rules Implementing	E.O. No. 292)		Out Patient (Specify IIII			
	Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 200	04)		_		*		
	Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implement	ing E.O. No. 292)		In	case of Special Leave E	Benefits for V	Vomen:	
	10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15,	s. 2005)		(S	pecify Illness)			
	Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus R			_				
	Special Leave Benefits for Women (RA No. 9710			In	case of Study Leave:			
	Special Emergency (Calamity) Leave (CSC MC	No. 2, s. 2012, as a	amended)		Completion of Master's	Degree		
	Adoption Leave (R.A. No. 8552)				BAR/Board Examinatio	n Review		
			·	Ot	her purpose:		= - +	
	thers:		<u> </u>		Monetization of Leave	Credits		
	FORCED LEAVE				Terminal Leave			
3.C	NUMBER OF WORKING DAYS APPLIED FO	OR .		6.D (COMMUTATION			
	5 days			\square	Not Requested			
	INCLUSIVE DATES				Requested	A .		
1	December 12, 13, 20, 26 & 27, 2023					4		
						of Applicant)	
		ETAILS OF	ACTION C	N AF	PPLICATION			
.A	CERTIFICATION OF LEAVE CREDITS			7.B R	RECOMMENDATION			
	As c				For approval			
	Vacation Leave	Sick Lea	ve		For disapproval due to			
	Less this application							
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	MYHRRA FAYE C. LANOS-BALI	INGIT						
1	Administrative Officer IV	f			Assisstant Schools [Division Supe	erintendent	
.c	APPROVED FOR:			7.D [DISAPPROVED DUE TO	D:		
	5 days with pay days without pay							
	others (Specify)							
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Assistant Schools Division Superintendent								

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1.	OFFICE/DEPARTMENT	2. N	AME:	(Last)		(First)	(Mi	ddle)		
	ADMINISTRATIVE SERVICES		ALCOMENDE		AS, FRANCIS JUDE		DINGLI			
3.	DATE OF FILING October 31, 2024	4. P	OSITION _	Adn	ninist	rative Officer V	5. SALARY	Php. 51,721.00		
		6.	DETAILS	OF AP	PLIC	ATION				
6.A	TYPE OF LEAVE TO BE AVAILED OF				6.B	DETAILS OF LEAVE				
	Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implem	nentina F	O No 292)				olol Debitores I			
Ø				No. 202)	0	case of Vacation/Spe				
				110. 202)		The trimppino				
					1	Abroad (Specify) case of Sick Leave:				
	Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998,				_	□ In Hospital (Specify Illness),				
	Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004		2.0.1	J. 2021	_	Out Patient (Specify I				
	Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementin		No. 292)		In	case of Special Leave	Panafita for U	Vomen.		
	10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s		,		1	In case of Special Leave Benefits for Women: (Specify Illness)				
	Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Ru		ementing E.O. No	292)	,	, poorly mileos,				
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					Ot	ther purpose:	ion review			
O	thers:					Monetization of Leave	e Credits			
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	5 days				0.D (☑	Not Requested				
	INCLUSIVE DATES					Requested	X			
	December 12, 13, 20, 26 & 27, 2023				Requested					
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7.A	CERTIFICATION OF LEAVE CREDITS			I	7 B B	RECOMMENDATION	(
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	others (Specify)									
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			IEVI EVE T. F		M					
Assistant Schools Division Superintendent										

Stamp of Date of Receipt

1.	OFFICE/DEPARTMENT	2. NAME	:	(Last)	(First)	(Mi	ddle)				
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	Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DC	DLE and SSS)		11	n case of Sick Leave:						
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	Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)				□ Out Patient (Specify Illness)						
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l	Balance										
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	Administrative Officer IV	+			Assisstant School	s Division Supe	erintendent				
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7.0 /	5 days with pay			7.D	DISAPPROVED DUE	TO:					
	days without pay										
	others (Specify)										
	MARIA GENEVIEVE T. FRANCISQUE E CESO VI										
Assistant Schools Division Superintendent											