



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. 002, s. 2025

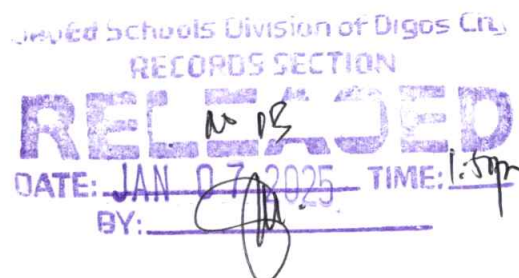
January 2, 2025

RECALL ORDER OF APPROVED FORCE LEAVE

To: REGIE V. CLEMENTE
Administrative Aide VI

1. In the exigency of the service, you are hereby directed to report to work on December 26 - 27, 2024 to prepare the appointment documents of the newly hired teachers..
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





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 **HRMO** 2. NAME : (Last) **CLEMENTE** (First) **REGIE** (Middle) **V.**
3. DATE OF FILING **10/30/2024** POSITION **ADMINISTRATIVE ASSISTANT III** 5. SALARY **P 22, 219.00**

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

5 DAYS

INCLUSIVE DATES

December 19-20, 23, 26-27, 2024

6.D COMMUTATION

- Not Requested
- Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As of **10/31/2024**

	Vacation Leave	Sick Leave
Total Earned	PLA	
Less this application	5	
Balance	0	

MYHARRA FAYE C. LLANOS-BALINGIT
Administrative Officer IV (HRMO)

7.B RECOMMENDATION

- For approval
- For disapproval due to _____

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

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