



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. 004, s. 2025

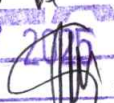
January 6, 2025

**RECALL ORDER OF APPROVED FORCE LEAVE**

**To: CHERRY ROSSETTE E. OLIVA**  
**Public Schools District Supervisor**

1. In the exigency of the service, you are hereby directed to report to work on December 17-18, 2024 for your participation to the conduct of "Innovate from your Strengths: Advance and Launch your Big Idea and Year -End Management Committee ( MANCOM) Meeting at Apo View Hotel, Davao City.
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 Force Leave for CY 2024.
3. For compliance.

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

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE JAN 07 2025 TIME: 1:52pm  
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  
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 <b>CID OFFICE, DIGOS CITY DIVISION</b>	2. NAME : (Last) <b>OLIVA</b>	(First) <b>CHERRY ROSSETTE</b>	(Middle Name) <b>ESMORES</b>
3. DATE OF FILING <b>October 22, 2024</b>	4. POSITION <b>Public Schools District Supervisor</b>	5. SALARY <b>78,238.00</b>	

### 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 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: <u>Force Leave</u></p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input 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><i>In case of Special Leave Benefits for Women:</i> (Specify Illness, _____)</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 <u>5 days</u></p> <p>INCLUSIVE DATES <u>December 13, 17, 18, 26, 27, 2024</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: center;"><i>Cherry</i> (Signature of Applicant)</p>
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### 7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:35%;">Vacation Leave</td> <td style="width:35%;">Sick Leave</td> </tr> <tr> <td>Total Earned</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>Less this application</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: center;">0</td> <td></td> </tr> </table> <p style="text-align: center;"><b>FRANCIS JUDE D. ALCOMENDRAS</b> Administrative Officer V</p>		Vacation Leave	Sick Leave	Total Earned	5		Less this application	5		Balance	0		<p>7.B RECOMMENDATION</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: center;"><b>BEVERLY S. DAUGDAUG, EdD</b> Chief, Curriculum Implementation</p>
	Vacation Leave	Sick Leave											
Total Earned	5												
Less this application	5												
Balance	0												

<p>7.C APPROVED FOR:</p> <p><u>5</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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*Maria Genevieve T. Francis-Lete*  
**MARIA GENEVIEVE T. FRANCIS-LETE, CESO VI**  
Assistant 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



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*Maria Genevieve T. Francisquete*  
**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent



ANNEX A



NO.: \_\_\_\_\_


Republic of the Philippines  
Department of Education

RECEIVED  
DATE: 12/16/24 TIME: 3:43

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**


<b>Name</b>	<b>CHERRY ROSSETTE E. OLIVA</b>
<b>Position / Designation</b>	Public Schools District Supervisor
<b>Permanent Station</b>	CID-Schools Division of Digos City
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the conduct of Innovate from your Strengths: Advance and Launch your Big Idea and Year-end Management Committee (MANCOM) Meeting
<b>Host of Activity</b>	DepED - Digos City Division
<b>Inclusive Dates</b>	December 17-18, 2024
<b>Destination</b>	December 17-18, 2024 - Apo View Hotel, Davao City
<b>Fund Source</b>	a. Local Funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

  
**CHERRY ROSSETTE E. OLIVA**  
Name and Signature of Requesting Employee

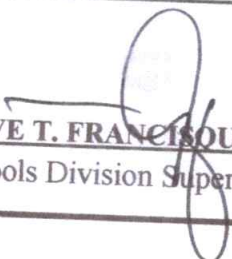
December 16, 2024  
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

  
**BEVERLY S. DAUGDAUG, EdD**  
CID Chief

12-16-24  
Date

**APPROVED**

  
**MARIA GENEVIEVE T. FRANCISOUETE, CESO VI**  
Assistant Schools Division Superintendent

\_\_\_\_\_  
Date



Republic of the Philippines  
Department of Education  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

Tel. No.: (082) 553-8375; 553-8376; 553-8396

## Certificate of Appearance

This is to certify that

Mr./Ms. CHERRY ROSSETTE E. OLIVA appeared during the conduct of the activity titled **“Innovate from Your Strengths: Advance and Launch Your Big Idea and Year-End Management Committee (MANCOM) Meeting”** held at Apo View Hotel, Davao City on December 17-18, 2024.

Given this 18<sup>th</sup> day of December 2024 at Apo View Hotel, Davao City, Philippines.

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Supervisor-SGOD



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024-805

To: : Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Public School Head- DiCNHS

Subject : **MEMBERS OF THE TECHNICAL WORKING GROUP ON THE CONDUCT OF INNOVATE FROM YOUR STRENGTHS: ADVANCE AND LAUNCH YOUR BIG IDEA AND YEAR-END MANAGEMENT COMMITTEE (MANCOM) MEETING**

Date : December 10, 2024

This is in reference to Division Memorandum SGOD-2024-733 dated December 5, 2024, re: Attendance in the Conduct of Innovate from Your Strengths: Advance and Launch your Big Idea and Year-End Management Committee (ManCom) Meeting on December 17-18, 2024 at Apo View Hotel, Davao City.

The following teachers are members of the TWG of the said event:

1. Jestoni Ampoon- MAPEH Dept DiCNHS
2. Edmar Looyd Aliment- MAPEH Dept DiCNHS

Concerned teachers shall apply blended modality to their classes on December 17 afternoon and December 18 morning

For the information and compliance with by all concerned

**MELANIE P. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent

Schools Division of Digos City  
 RECEIVED SECTION

DATE: DEC 10 2024 TIME: 2:11 PM

BY:

Enclosed: As stated  
 SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 (082) 553-8396 | (082) 553-8376  
 www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF Digos City**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024-477

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Members of the MANCOM

Subject: **ATTENDANCE IN THE CONDUCT OF INNOVATE FROM YOUR STRENGTHS: ADVANCE AND LAUNCH YOUR BIG IDEA AND YEAR-END MANAGEMENT COMMITTEE (MANCOM) MEETING**

Date: November 13, 2024

Innovation in education refers to the implementation of new ideas, tools, methods, or approaches to improve teaching and learning experiences. With the rapid pace of technological advancement, societal changes, and diverse learning needs, innovation has become crucial in shaping education to be more effective, inclusive, and relevant to the needs of the 21st century. Innovation in education is vital for modernizing teaching methods, enhancing student outcomes, and preparing learners to succeed in a rapidly changing world.

In addition, to address the different issues and concerns of this Division, the Management Committee (ManCom) Meeting shall be conducted on December 17-18, 2024 within Davao City. To this end, attendance is a must and that no proxy is allowed.

Meals, snacks, transportation expenses, and accommodation of the participants shall be charged to School/Division MOOE/funds subject to usual accounting and auditing rules and regulations.

Please see the attached Indicative Program of Activities and List of attendees for ready reference.

For the information and compliance with by all concerned.

For and in the absence of the Schools Division Superintendent:

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
 Digos City  
 DATE: NOV 13 2024 TIME: 11:15 AM  
 BY:

**PETER JASON C. SENARILLOS**  
 Senior Education Program Specialist  
 Officer-In-Charge

Enclosed As stated  
 SGOD/rbd







Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**

SGOD 2024 **802**

To: Division Chiefs  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Members of the MANCOM

Subject: **VENUE ON THE CONDUCT OF INNOVATE FROM YOUR STRENGTHS: ADVANCE AND LAUNCH YOUR BIG IDEA AND YEAR-END MANAGEMENT COMMITTEE (MANCOM) MEETING**

Date: December 3, 2024

This is reference to Division Memorandum Schools Division Office - Digos City dated November 13, 2024 re Attendance in the Conduct of Innovate from Your Strengths: Advance and Launch Your Big Idea and Year-End Management Committee (ManCom) Meeting

All concerned personnel are informed that the venue of the said activity will be at Apo View Hotel, Davao City.

All other details of the previous communication shall remain in effect.

For the information and compliance with by all concerned.

For and in the absence of the Schools Division Superintendent:

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
 Assistant Schools Division Superintendent  
 Office in Charge

*[Handwritten Signature]*  
 12/5/24

RECEIVED  
 DEC 05 2024  
*[Handwritten initials and stamps]*

Enclosed: As stated  
 SCOD/rmc





Indicative Program of Activities

TIME	PARTICULARS	PERSON RESPONSIBLE
8:00-9:30	Arrival	
10:00-10:15	Philippine National Anthem Opening Prayer Regional Hymn Digos City Hymn	HRD (AVP)
	Roll Call of Participants	RONALD B. DEDACE HRD SEPS
	Welcome Remarks	MARIA GENEVIEVE T. FRANCISQUETE ASDS
	Message and Call to Order	MELANIE P. ESTACIO SDS
	Reading and Approval of the Previous Minutes Presentation and Approval of the Current Agenda	Moderator Moderator
10:15-11:15	<b>SDS's Hour</b>	MELANIE P. ESTACIO SDS
11:15-12:00	<b>NAT</b> <b>PISA</b>	CID
12:00-1:00	Lunch Break	
1:00-2:00	<b>ManCom</b> -Continuation	
2:00-4:45	innovate from Your Strengths: advance and Launch Your Big Idea	Invited Speaker
4:45-5:00	Closing Program Adjournment of the meeting Closing Prayer	Management Moderator

Moderator: Ronald B. Dedace  
Minutes Takers:  
Technical: Jose Israel Maravillas

**Participants:**

SDS: 1  
ASDS: 1  
Chiefs: 2  
PSDSs: 10  
EPSS: 11  
Unit Heads: 10 (Cash, Records, Supply, Budget, Accounting, Legal, ITO, HR,  
Personnel, Legal)  
PRME: 1  
SMM&E: 2  
Planning Officer: 1  
HRD: 2  
SMN: 1  
HNU Head: 1  
Nurses on Duty: 2  
DRRM: 1  
Guidance: 1  
ALS Specialist: 1  
YFP: 2  
Assistant to the School Head: 4  
School Heads: 47  
**TOTAL NO. OF PAX = 100**

## RETRO CHRISTMAS PARTY

6:00-7:00	Dinner
7:00-up to sawa	Program
	-Christmas Message
	-Presentation
	-Exchange Gift
	-Videoke Challenge

Christmas Gift-minimum Php500.00

Attire: samples as attached

Presentation: by District/Office

TWG: SGOD Personnel