



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. 007, s. 2025

January 16, 2025


RECALL ORDER OF APPROVED FORCED LEAVE

To: CLAIRE MARRIZ N. MORAL
Administrative Officer II

1. In the exigency of the service, you are hereby directed to report to work on December 20, 23, 26, & 27, 2024 to receive the appointment documents / Travel Orders / and other pertinent papers of the division personnel for recommending approval of the Assistant Schools Division Superintendent.
2. In view hereof, your Approved Force 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 Office of Digos City
RECORDS SECTION

RELEASED
No. 113
DATE: JAN 17 2025 TIME: 2:00 PM
BY: 





Schools Division of Digos City
Roxas cor. Lopez Jaena Streets, Zone II, Digos City 8002

SCHOOLS DIVISION OF DIGOS CITY
RECEIVED
HR SECTION
DATE: 18 DEC 2024
TIME: _____
BY: _____
(Middle)

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT OASDS 2. NAME : (Last) MORAL (First) CLAIRE MARRIZ (Middle) _____
3. DATE OF FILING December 2, 2024 4. POSITION AO-II 5. SALARY 27,000.00

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
4

INCLUSIVE DATES
December 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 30 NOV 2024

	Vacation Leave	Sick Leave
Total Earned	<u>FL 5</u>	<u>0</u>
Less this application	<u>1</u>	<u>0</u>
Balance	<u>4</u>	<u>0</u>

FRANCIS JUDE D. ALCOMENDRAS, JD, MPA
Administrative Officer V

7.B RECOMMENDATION

For approval

For disapproval due to _____

FRANCIS JUDE D. ALCOMENDRAS, JD, MPA
Administrative Officer V

7.C APPROVED FOR:

4 days with pay

_____ days without pay

_____ others (Specify)

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

7.D DISAPPROVED DUE TO:
