



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. 008, s. 2025

January 15, 2025

RECALL ORDER OF APPROVED FORCE LEAVE

To: NIÑO VINCENT D. ROJO
Administrative Aide- VI

1. In the exigency of the service, you are hereby directed to report to work on December 20, 23 & 27, 2024 for the preparation of documents for inspection and acceptance of procured and delivered items / supplies /services and to process obligated purchase orders for payment.
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 D. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: JAN 17 2025 TIME: 12:11 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



Republic of the Philippines
Department of Education
Schools Division Office of Digos City
Roxas Street cor. Lonez Jaena Street, Zone II, Digos City

70447

SCHOOLS DIVISION OF DIGOS CITY
RECEIVED
HR SECTION
DATE: 11 DEC 2024
TIME: _____ BY: _____

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT OSDS - SUPPLY	2. NAME : NIÑO VINCENT D. ROJO	
3. DATE OF FILING December 11, 2024	4. POSITION ADMIN AIDE VI	5. SALARY 18,255.00

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 checked="" 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: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input checked="" 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>
--	--

<p>6.C NUMBER OF WORKING DAYS APPLIED FOR 5 DAYS</p> <p>INCLUSIVE DATES DECEMBER 19-20, 23, 26-27, 2024</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: center;"><i>[Signature]</i> (Signature of Applicant)</p>
---	---

7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS 318 NOV 2024</p> <p>As _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td style="text-align: center;">FL 6</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;">1</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">FRANCIS JUDE D. ALCOMENDRAS, JD, MPA Administrative Officer V</p>		Vacation Leave	Sick Leave	Total Earned	FL 6		Less this application	5		Balance	1		<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;">FRANCIS JUDE D. ALCOMENDRAS, JD, MPA Administrative Officer V</p>
	Vacation Leave	Sick Leave											
Total Earned	FL 6												
Less this application	5												
Balance	1												

<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 style="text-align: center;">MARIA GENEVIEVE T. FRANCISQUETE, CESO VI Asst. Schools Division Superintendent</p>
--	---

for recall
Dec. 20, 2024