



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. 011, s. 2025

January 28, 2025

RECALL ORDER OF APPROVED FORCED 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 26, 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 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 of Digos City
RECORDS SECTION

RELEASED
DATE: JAN 31 2025 TIME: 4:10 PM
BY: [Signature]



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 of Digos City
Roxas Street cor. Lopez 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

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 **NOV 2024**

As _____

	Vacation Leave	Sick Leave
Total Earned	FL 6	
Less this application	5	
Balance	1	

FRANCIS JUDE D. ALLCOMENDRAS, JR., MPA
Administrative Officer V

7.B RECOMMENDATION

For approval

For disapproval due to _____

FRANCIS JUDE D. ALLCOMENDRAS, JD, MPA
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
Asst. Schools Division Superintendent

for recall
Dec. 20, 27, 28, 29