



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. 017, s. 2025

January 28, 2025

RECALL ORDER OF APPROVED FORCED LEAVE

To: MARY JOY B. FORTUN
Public School District Supervisor

1. In the exigency of the service, you are hereby directed to report to work on December 23, 2024 for your attendance to the Local School Board Meeting.
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

RECEIVED
DATE: JAN 31 2025 TIME: 4:00 PM
BY: [Signature]



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002.
Tel No.: 553-8396/553-8376/553-9170/553-8375
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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 CID OFFICE, DIGOS CITY DIVISION	2. NAME : (Last) (First) (Middle Name) FORTUN MARY JOY BO-OC	
3. DATE OF FILING <u>October 28,, 2024</u>	4. POSITION <u>Public School District Supervisor</u>	5. SALARY <u>73,661.00</u>

6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input checked="" type="checkbox"/> Mandatory/Forced Leave(Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Within the Philippines _____ <input type="checkbox"/> Abroad (Specify) _____ <p><i>In case of Sick Leave:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <p>_____</p> <p><i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____</p> <p>_____</p> <p><i>In case of Study Leave:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <p><i>Other purpose:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR 5 days</p> <p>INCLUSIVE DATES <u>December 13, 23, 26- 27,31, 2024</u></p> <p style="text-align: right;"><i>Handwritten mark</i></p>	<p>6.D COMMUTATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <p style="text-align: right;"><i>Signature</i> (Signature of Applicant)</p>
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7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>A: _____</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <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>5</td> <td></td> </tr> <tr> <td>Less this application</td> <td>5</td> <td></td> </tr> <tr> <td>Balance</td> <td>0</td> <td></td> </tr> </table> <p style="text-align: center;">FRANCIS JUDE D. ALCOMENDRAS Administrative Officer V</p>		Vacation Leave	Sick Leave	Total Earned	5		Less this application	5		Balance	0		<p>7.B RECOMMENDATION</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <p style="text-align: center;">BEVERLY S. DAUGDAUG, EdD 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 _____ days without pay _____ others (Specify)</p>	<p>7.D DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p>
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MARIA GENEVIEVE T. FRANCISQUE, CESO VI
Assistant Schools Division Superintendent