



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. 014, s. 2025

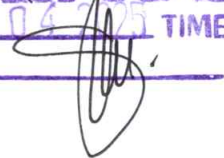
January 31, 2025

RECALL ORDER OF APPROVED FORCED LEAVE

To: STEPHEN R. PASCUAL
Information Technology Officer I

1. In the exigency of the service, you are hereby directed to report to work on December 17 - 20, 2024 due to ICT maintenance and repair; attend the MANCOM Meeting at Apo View, Davao City and provide technical assistance to Regional Office for Inventory System..
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.


MELANI T. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: FEB 04 2025 TIME: 11:45
BY: 





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



1224070212

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT OSDS - SDO DIGOS CITY	2. NAME : STEPHEN R. PASCUAL												
3. DATE OF FILING <u>12/5/2024</u>	4. POSITION <u>IT OFFICER I</u>												
5. SALARY <u>58,2370</u>													
6. DETAILS OF APPLICATION													
<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input checked="" 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>_____</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> <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 <u>5 Days</u></p> <p>INCLUSIVE DATES <u>Decemember 17-20 and 23, 2024</u></p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input type="checkbox"/> Requested</p> <p style="text-align: center;"> STEPHEN R. PASCUAL (Signature of Applicant)</p>												
7. DETAILS OF ACTION ON APPLICATION													
<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of <u>30 NOV 2024</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Vacation Leave</th> <th style="width: 35%;">Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>FLS</td> <td></td> </tr> <tr> <td>Less this application</td> <td>3</td> <td></td> </tr> <tr> <td>Balance</td> <td>0</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">FRANCIS JUDE ALCOMENDRAS Administrative Officer V</p>		Vacation Leave	Sick Leave	Total Earned	FLS		Less this application	3		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>_____</p> <p>_____</p> <p style="text-align: center;">Assistant Schools Division Superintendent</p>
	Vacation Leave	Sick Leave											
Total Earned	FLS												
Less this application	3												
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> MARIA GENEVIEVE T. FRANCISQUETE, CESO VI Asst. Schools Division Superintendent</p>													



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. STEPHEN R. PASUAL 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 18th day of December 2024 at Apo View Hotel, Davao City, Philippines.


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




20240524

Republic of the Philippines
Department of Education
DepEd Region XI – Davao Region
F. Torres St., Davao City

Certificate of Appearance

This is to certify that STEPHEN R. PASWAL has
appeared in the DepEd Regional Office XI at F. Torres Street,
Davao City on DEC 19 2024.

Given this _____ day of DEC 19 2024 in Davao City,
Philippines.


ROY T. ENRIQUEZ, EdD
Chief Administrative Officer

ANNEX A



NO.:




Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

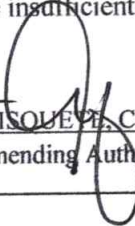
Name	STEPHEN R. PASCUAL
Position / Designation	INFORMATION TECHNOLOGY OFFICER I
Permanent Station	DEPED- Digos City ICTU
Purpose of Travel (must be supported by attachments)	Attend the Division Mancom and Provide Technical Assistance to Regional Office for the Deployment of Inventory System
Host of Activity	DEPED REGION XI
Inclusive Dates	December 17-19, 2024
Destination	APO VIEW HOTLE
Fund Source	MOOE

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


STEPHEN R. PASCUAL
Name and Signature of Requesting Employee

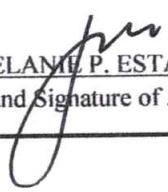
12/16/2024
Date

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.


MARIA GENEVIEVE T. FRANCISQUE, CESO VI
Name and Signature of Recommending Authority

Date

APPROVED


MELANIE P. ESTACIO, CESO VI
Name and Signature of Approving Authority

Date