

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. D(4, 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 assistace 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.

ACIO, Ph.D, CESO VI

Schools/Division Superintendent

aved Schools Vivision of Digos Cry

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. Webcite: Email: digos.city@deped.gov.ph



Republic of the Philippines Department of Education Schools Division of Digos City Roxas Street cor. Lonez Jaena Street, Zone II, Digos City 8002

Stamp of Date of Receip TS



APPLICATION FOR LEAVE

6. A TYPE OF LEAVE TO BE AVAILED OF Vacation Leave (Sec. 51, Rule XVI), Combus Rules implementing E.O. No. 292) Mandatory/Forced Leave(Sec. 25, Rule XVI), Combus Rules implementing E.O. No. 292) Sick Leave (Sec. 43, Rule XVI, Combus Rules implementing E.O. No. 292) Maternity Leave (R.N. No. 112/10 / IRR Issued by CSC, DOLE and SSS) Paternity Leave (R.N. No. 112/10 / IRR Issued by CSC, DOLE and SSS) Paternity Leave (R.N. No. 1877 / CSC M.C. No. 71, s. 1986, as amended) Special Privilege Leave (Sec. 21, Rule XVI), Combus Rules implementing E.O. No. 292) Solo Parent Leave (R.N. No. 8972 / CSC M.C. No. 8, s. 2004) Study Leave (Sec. 88, Rule XVI), Combus Rules implementing E.O. No. 292) Solo Parent Leave (R.N. No. 8972 / CSC M.C. No. 8, s. 2004) Rehabilitation Privilege (Sec. 58, Rule XVI), Combus Rules Implementing E.O. No. 292) Special Leave Benefits for Women (R.N. No. 52, S. 2010) Special Leave Benefits for Women (R.N. No. 25, S. 2010) Adoption Leave (R.A. No. 8552) Others: Others: Others: Others: Total Earned Vacation Leave Vacation Leave Vacation Leave Sick Leave Sick Leave Total Earned Vacation Leave Vacation Leave Vacation Leave Sick Leave Sick Leave For approval For disapproval due to For disapproval due to	1. OFFICE/DEPARTMENT 2. NAME :					
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Administrative Officer V Assistant Schools Division Superintendent		Assistant Schools Division Superintendent				
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7.C APPROVED FOR: 7.D DISAPPROVED DUE TO:						
days without pay						
others (Specify)	otners (Specify)					
MARIA GENEVIEVE T. FRANCISCULETE, CESO VI						
Asst. Schools Division Superintendent						



Republic of the Philippines Bepartment 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		THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAME	T. T.	ed during the con-	
of the ac	tivity titled "In	novat	e from Your	Strengths: A	dvance and Lau	nch
Your					ittee (MANCOM)	
Meeting" held at Apo View Hotel, Davao City						
		on D	ecember 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



Republic of the Philippines

Department of Education

DepEd Region XI – Davao Region F. Torres St., Davao City

Certificate of Appearance

This is to o	ertify that	STEPHEN	R. 1945	wh	has
appeared in the De	pEd Regional	Office XI	at F. T	orres St	treet,
Davao City on	DEC 1 9 2024				
Given this	day of _	DEC 197	024 in	Davao	City,
Philippines.					

ROY T. ENRIQUEZ, EdD, Chief Administrative Officer

ANNEX A



VOLUMENT OF THE PROPERTY OF TH	
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NO.:	
	12240705

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	Inclusive Dates December 17-19, 2024			
Destination APO VIEW HOTLE				
Fund Source	МООЕ			
I hereby attest that the information in this form and in the supporting documents attached hereto dre true and correct.				
STEPHEN R. PASCUAL Name and Signature of Requesting Employee 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. FRANCISOUE CESO VI Name and Signature of Recommending Authority Date				
MELANT P. ESTACIO, CESO VI Name and Signature of Approving Authority Date				