



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Corner Don Carlos-Guingona St., City of Malaybalay
 Contact Numbers: 813-2894, 221-4597



October 04, 2012

DIVISION ORDER

No.4 s. 2012

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
 Public Schools District Supervisors and Coordinating Principals
 Elementary and Secondary School Heads
 Section/Unit Heads and Staff
 All Teachers and Non-teaching Staff
 This Division

FROM : EDILBERTO L. OPLENARIA
 Schools Division Superintendent

Re : Observance of the Division Office Procedural Policy in Filing Form 6
 (Application for Leave)

- The filing for Application of "Leave of Absence" shall conform to the provisions of Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292 and other memorandum circulars/issuances promulgated by the Civil Service Commission.
- The need to modify office procedures relative to processing of application for Leave of Absence has become very patent.
- In filing the enclosed Form 6, the Division Office per consultation with the CSC Field Office hereby established an Office Procedural Policy in determining the authorized officials and employees who shall act and sign Form 6, as follows:

FORM 6	Concerned Leave Applicant	Immediate Supervisor	Certification of Leave Credits	Recommend approval or disapproval	Approval or Disapproval
Concerned leave applicant and authorized officials/signatories	Teachers & non-teaching personnel (Elem. & Secondary)	Concerned School Head	Records Officer Designate	Administrative Officer (AO)	Schools Division Superintendent (SDS)
	Elementary School Heads	Concerned PSDS or Coordinating Principal	Records Officer Designate	AO	SDS
	Secondary School Heads	Not Applicable	Records Officer Designate	AO	SDS
	PSDS and Coordinating Principal	Not Applicable	Records Officer Designate	AO	SDS
	EPS-Designate and Division Coordinator-Designate	Not Applicable	Records Officer Designate	AO	SDS
	BNHS Personnel with Designation Order as EPS-Designate and Division Coordinator-Designate in the Division Office	Secondary School Head (BNHS Main)	AO (BNHS)	AO	SDS
	Section Heads including Division Nurse In-charge	AO	Records Officer Designate	AO	SDS
	District Nurses	PSDS or Coordinating Principal	Records Officer Designate	AO	SDS
	Non-teaching staff (Division Office)	Concerned Section Heads	Records Officer Designate	AO	SDS
Non-teaching staff (District Offices) District Nurses	Concerned PSDS or Coordinating Principal	Records Officer Designate	AO	SDS	

- All Form 6 of teachers and non-teaching staff in elementary schools shall be indorsed by the District Office to the Division Office for further processing.
- To ensure the smooth administration of leave, this Division hereby directs the observance of the afore-mentioned Office Procedural Policy in filing and using the enclosed Form 6 effective upon approval of this Order.
- A 'Notice of Absence' is required to be submitted at least five (5) days prior to the application of Personal Leave for teachers and Vacation Leave for non-teaching personnel.
- In applying for five days forced/mandatory leave for non-teaching personnel, you are directed to observe the provisions of Section 25, Rule XVI, Omnibus Rules Implementing Book V of Executive Order 292.
- For compliance.