

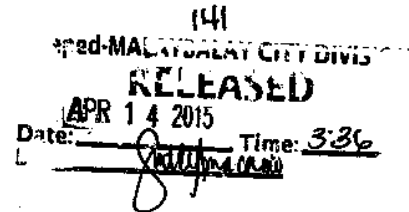


DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay



April 13, 2015

DIVISION MEMO
No. 118, s. 2015



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

[Signature]
FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

Re : Leave Administration and Processing of Form 6 of the Personnel Unit

1. Consistent to the DepEd's Rationalized Structure, you are hereby informed that the leave administration shall be processed by the Personnel Unit of the Administrative Services effective April 20, 2015.
2. For this purpose, the herein Form 6 is revised which specified Guia Ma. G. Gamutin, Administrative Officer IV, as authorized signatory of the Certification of Leave Credits. Further, the revised Form 6 is downloadable in the Division Website.
3. For information, guidance, and compliance.

Encl.:
As stated

Copy furnished:
Records Unit
Personnel Unit
AO File

Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

APPLICATION FOR LEAVE

CSC FORM 6
Revised 1984

1. OFFICE / AGENCY DepEd, Division of Malaybalay City	2. NAME (Last) (First) (Middle)	
3. DATE OF FILING	4. POSITION	5. MONTHLY SALARY

DETAILS OF APPLICATION

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation <input type="checkbox"/> To seek Employment <input type="checkbox"/> Others(Specify) _____</p> <p><input type="checkbox"/> Sick <input type="checkbox"/> Maternity <input type="checkbox"/> Others(Specify) _____</p> <p>6. c) NUMBER OF WORKING DAYS APPLIED FOR:</p> <p>_____ days</p> <p>INCLUSIVE DATES _____</p> <p>_____</p> <p>_____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT</p> <p>(1) IN CASE OF VACATION LEAVE</p> <p><input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____</p> <p>(2) IN CASE OF SICK LEAVE</p> <p><input type="checkbox"/> Hospital (Specify) <input type="checkbox"/> Out Patient (Specify) _____</p> <p>6.d) COMMUTATION</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> <p>_____ Signature of Applicant _____ Date</p> <p>_____ Immediate Supervisor _____ Date</p>
---	---

DETAILS OF ACTION ON APPLICANT

<p>7. a) CERTIFICATION OF LEAVE CREDITS AS OF _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Vacation</th> <th style="width: 33%;">Sick</th> <th style="width: 33%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;"><u>GUIA MA. G. GAMUTIN</u> Administrative Officer IV _____ Date</p>	Vacation	Sick	TOTAL				<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved due to: _____ _____ _____</p> <p style="text-align: center; margin-top: 20px;"><u>JUTCHEL L. NAYRA, DPA</u> Administrative Officer V _____ Date</p>
Vacation	Sick	TOTAL					

<p>7. c) APPROVED FOR:</p> <p>_____ days with pay _____ days without pay _____ OTHERS (specify)</p> <p>_____ Date</p>	<p>7. d) DISAPPROVED DUE TO:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

INSTRUCTIONS

1. Application for vacation or sick leave of one full day or more shall be made on this form and to be accomplished at least in triplicate.
2. Application for vacation leave shall be filed in advance or whenever possible five (5) days before going on such leave.
3. Application for sick leave filed in advance, or exceeding five days shall be accompanied by a medical certificate in case medical consultation was not availed of, an affidavit shall be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his authorized leave of absence.
5. An application of leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money or property responsibilities.