



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2023-07-277  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 JUL 26 2023 Time: 1:10  
 By: Juanita

**DIVISION MEMORANDUM**

No. 277 s. 2023

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors CID and SGOD  
 Public Elementary and Secondary School Heads  
 This Division

**FROM:** **CHERRY MAE L. LIMBA CO-REYES**  
 Schools Division Superintendent

**DATE:** July 25, 2023

**RE:** SIGNATORIES ON APPLICATION FOR LEAVE (*CS FORM 6 REVISED 2020*) WITH TWENTY NINE (29) DAYS AND BELOW LEAVE OF ABSENCE

1. The field is hereby informed of the new signatories on application for leave of absence (*CS Form 6 revised 2020*) with twenty nine (29) days and below leave of absence effective immediately as follows:

Positions	Recommending Approval	Approved
<b>Division Office</b>		
CID personnel	Chief Educ. Supervisor	ASDS
SGOD personnel	Chief Educ. Supervisor	ASDS
OSDS		
Admin. and Procurement Services	Admin. Officer V (Admin)	ASDS
Finance Personnel	Accountant / Budget Officer	ASDS
Accountant, Budget Officer	ASDS	SDS
Chief Education Supervisors	ASDS	SDS
Admin Officer V, ITO, Legal Officer	ASDS	SDS
<b>NON-IUs / IUs</b>		
School-based Teaching Personnel	Department Head	School Head
School-based Non-Teaching Personnel	Administrative Officer II/IV	School Head
School Heads	PSDS	ASDS
Admin Officer II (Non IUs)	School Head	AO V



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

---

2. Application for Leave of Absence with more than twenty nine (29) days which requires the issuance of Special Order shall follow the existing signatories.
3. For compliance.

Copy furnished:  
Records Unit  
Personnel Unit

**TO BE POSTED IN THE WEBSITE**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060