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

DM-2023-07-280
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: JUL 27 2023 Time: 4:12
By: _____

DIVISION MEMORANDUM
No. 280 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. LIMBACO-REYES**
Schools Division Superintendent

DATE: July 27, 2023

RE: ADDENDUM TO 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 addendum of the new signatories as per DM 277, s. 2023 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**
NON-IUs / IUs		
School-based Teaching Personnel	Department Head / Grade Level Chair / School OIC *whichever is applicable*	School Head
School-based Non-Teaching Personnel	Administrative Officer II / Administrative Officer IV / School OIC *whichever is applicable*	School Head
Admin Officer II (Non IUs)	School Head	AO V (Admin)
School Heads	PSDS	ASDS
Grade Level Chair / Dept. Head / School OIC	School Head	ASDS

2. For compliance.

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Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE