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DEPED MALAYBALAY CITY DIVISION
RELEASED

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By MAR 18 2024

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

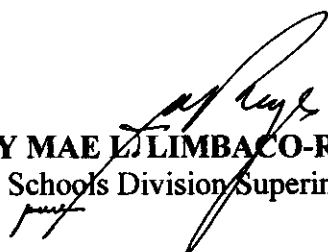
March 5, 2024

DIVISION MEMORANDUM
No. 097, s. 2024

**EARLY SUBMISSION OF APPLICATION FOR LEAVE OF ABSENCE (FORM 6)
REQUESTING A GRANT FOR A MONTH AND ABOVE**

TO: Assistant Schools Division Superintendent
Chief- Education Supervisors, CID and SGOD
Education Program and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. As per CSC Memorandum Circular No. 41, s. 1998 Re: Omnibus Rules on Leave specifically Rule XVI Leave of Absence, this Office hereby requires the field an *early* submission of application for Leave of Absence (Form 6) specifically those who applied for a month or more of *at least 30 days before the effectivity* of the leave of absence.
2. Necessity to comply on this is a must to give the office an ample time to process and assign for a possible substitute teacher item particularly for Maternity Leave of Absence.
3. This memorandum is effective immediately.
4. For guidance and strict compliance.


CHERRY MAE L. LIMBACO-REYES, CESO V
Schools Division Superintendent

Copy furnished:
All Implementing Units
Records Unit
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TO BE POSTED ON THE WEBSITE



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