



DIVISION MEMORANDUM No. 77, s. 2018

To:

**ALL EMPLOYEES** 

From:

AGUSTINES E. CEPE, Ph.D., CESO VI

Schools Division Superintendent

Subject:

Filing and Submission of CSC Form 6-Application for Leave of Absence

Date:

March 09, 2018

 This is to remind all employees on the proper filing and submission of CSC Form 6-Application for Leave of Absence. All are required to strictly observe the following:

TYPE OF LEAVE	DATE OF FILING AND SUBMISSION OF CSC FORM 6
Vacation Leave	atleast 5 days before the date of leave
Sick Leave	upon return from Sick Leave
Leave of at least 30	atleast 2 weeks from period of leave
days (e.g. Maternity	
Leave)- must be	
accompanied with	
Clearance from	
School and SDO and	
must be filed to SDO	

2. All are encouraged to submit at least three (3) copies which shall be distributed as follows:

1 copy - Personnel Office

1 copy - COA

1 copy - Employee

- All are reminded that an employee who is absent without approved leave shall NOT be entitled to received his/her salary corresponding to the period of his/her unauthorized leave of absence.
- 4. For information, guidance and strict compliance.

Copies Furnished: Person Concerned Records Section-Notice/Personnel/HR matters

OSDS/anna





## PROCESS FLOW FOR APPLICATION OF LEAVE OF ABSENCE

## A. School-Based Personnel (excluding School Heads) Employee fills out the form School Head reviews the form CSC Form 6 (w/ necessary attachments) School Head recommends appropriate action and submit Is the form the same to the SDO (must YES properly follow the proper date of filled out? submission of Applications for Leave) NO CSC Form 6 submitted in the NO Return to employee w/o action prescribed date? YES SDS takes final action on SDO c/o Personnel Office Application (Approval or certifies Balance of Disapproval) Leave/Service Credits

Copies Furnished: Person Concerned Records Section-Notice/Personnel/HR matters

\*SDO- Schools Division Office

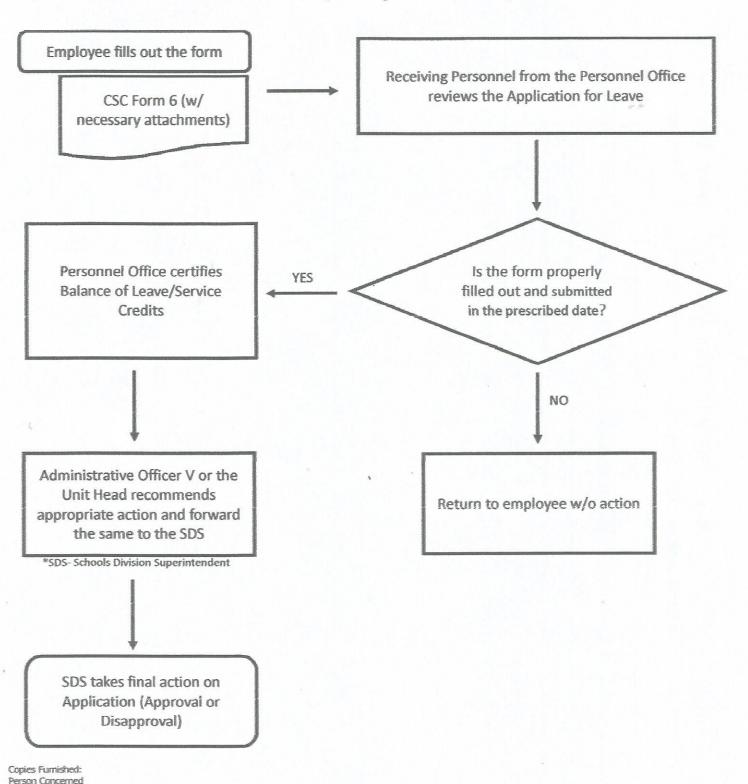
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\*SDS- Schools Division Superintendent





## B. Non School-Based Personnel (including the School Heads)



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Records Section-Notice/Personnel/HR matters