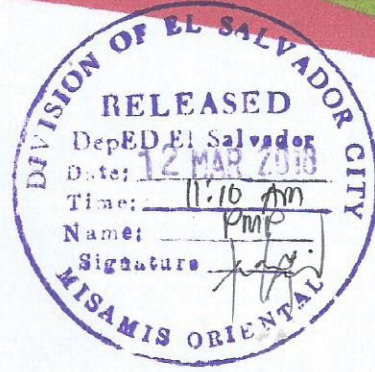




DIVISION MEMORANDUM
No. 74, s. 2018



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

1. 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 days (e.g. Maternity Leave)- must be accompanied with <i>Clearance from School and SDO</i> and must be <i>filed to SDO</i>	atleast 2 weeks from period of leave

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
3. 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.

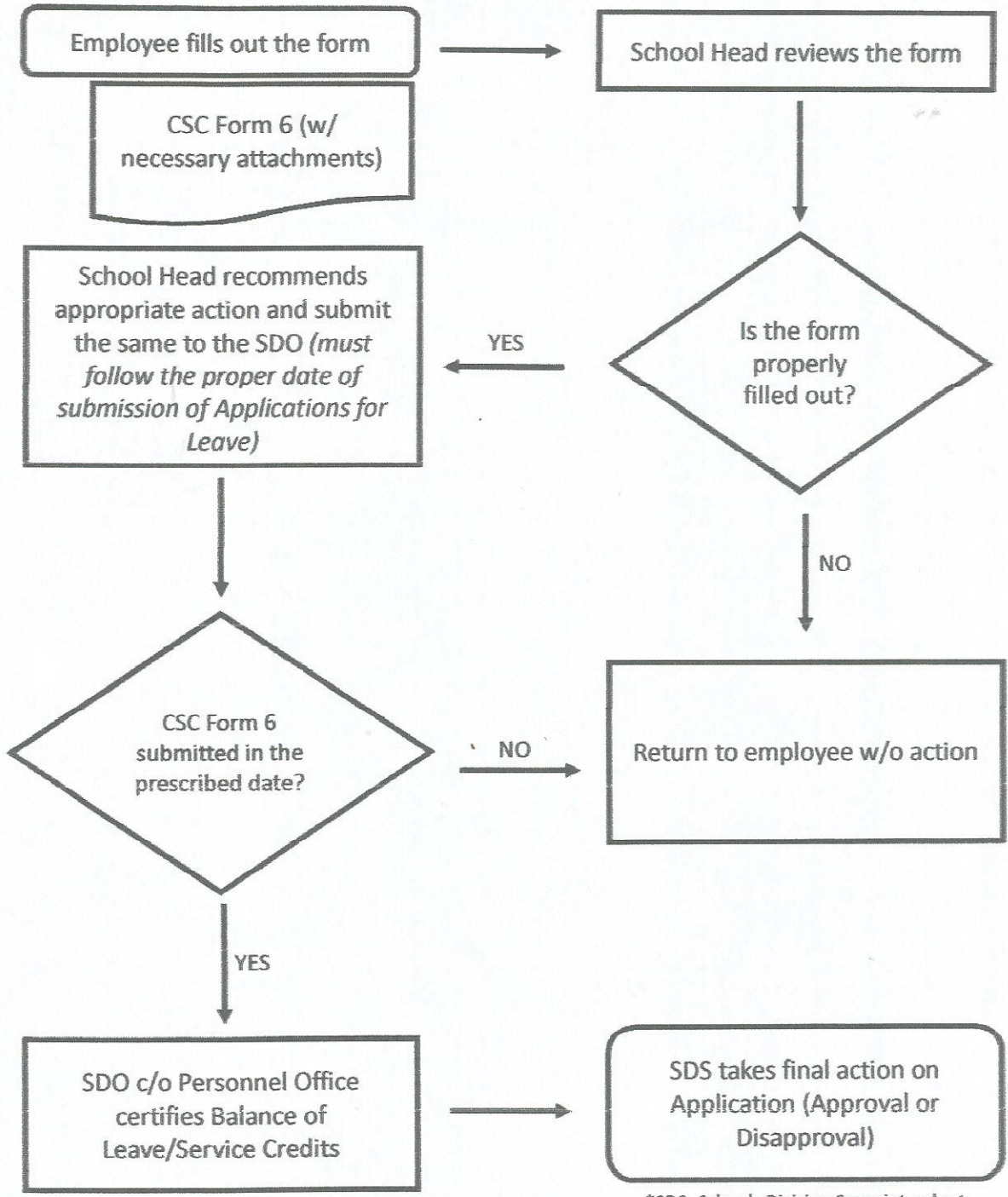
Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama



PROCESS FLOW FOR APPLICATION OF LEAVE OF ABSENCE

A. School-Based Personnel (excluding School Heads)



*SDO- Schools Division Office

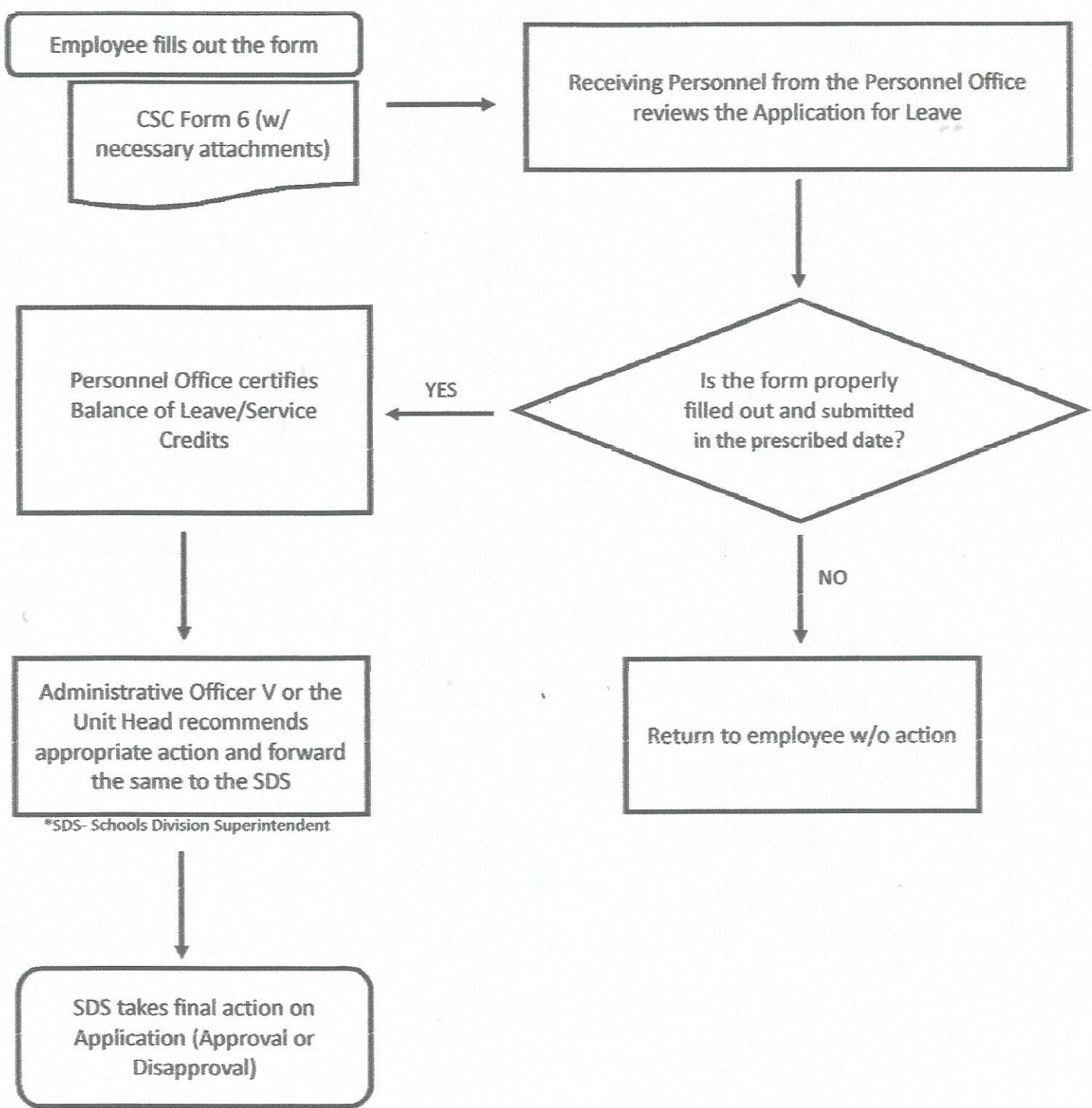
*SDS- Schools Division Superintendent

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Person Concerned
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OSDS/ama



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



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

OSDS/anna