



DIVISION MEMORANDUM

No. 165, s. 2018

To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Reiteration on the Filing and Submission of CSC Form 6-Application for Leave of Absence

Date: April 03, 2018



1. It has been observed that there are still schools who submit their employees' Applications for Leave of Absence together with their school's Monthly Report of Absence/s and Under time (MRAU). This is to remind all employees to follow what was stipulated in Division Memorandum 74, s. 2018 proper filing and submission of CSC Form 6-Application for Leave of Absence.
2. All are required to use the prescribed form sent to their DepED Email. School Heads may also request a copy from the Personnel Office.
3. Effective April 10, 2018, all Applications for Leave which do not conform to the prescribed form and date shall be acted as follows:

Issue/Concern	Action on Application for Leave of Absence
Late filing and/or submission of Application for Leave (CSC Form 6)	Leave shall be considered as Leave Without Pay (LWOP); Hence, corresponding deduction/s shall be made from the salary
Not following the prescribed form	Returned immediately without action

4. For information, guidance and strict compliance.

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