



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 141, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
 PUBLIC SECONDARY SCHOOL HEADS**

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**
 OIC-Schools Division Superintendent ✓

Subject: Submission of Report on Employees who will be on Maternity Leave for SY 2019-2020

Date: June 09, 2019

1. All schools are hereby directed to submit their Report on Employees who will be on Maternity Leave for SY 2019-2020, following the template below, on or before **July 15, 2019**. This is to ensure that the Division will have enough budget for hiring substitute teachers while regular employees are on Maternity Leave.

No.	LAST NAME	FIRST NAME	MIDDLE NAME	PERIOD OF LEAVE
1.	UY	JUANA	CRUZ	09/25/2019-01/07/2020

**Delivery date need not necessarily be the start date of the period of leave; Only a minimum of 60 days is required to be allotted for postnatal.*

2. Soft copy of the summary of performance ratings shall be emailed to depedelsalvador.hrmo@gmail.com on or before the prescribed deadline.
3. Further, this Office would like to reiterate that submission of application for maternity leave must be done 2-3 months before the start date of the period of leave. Should the employee availing the maternity leave wishes to share a number of days with her current partner or alternative caregiver, the same must be indicated in the letter of intent to file maternity leave.
4. For information, guidance and strict compliance.

Copies Furnished:
 Person Concerned
 Records Section- Memo

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