



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

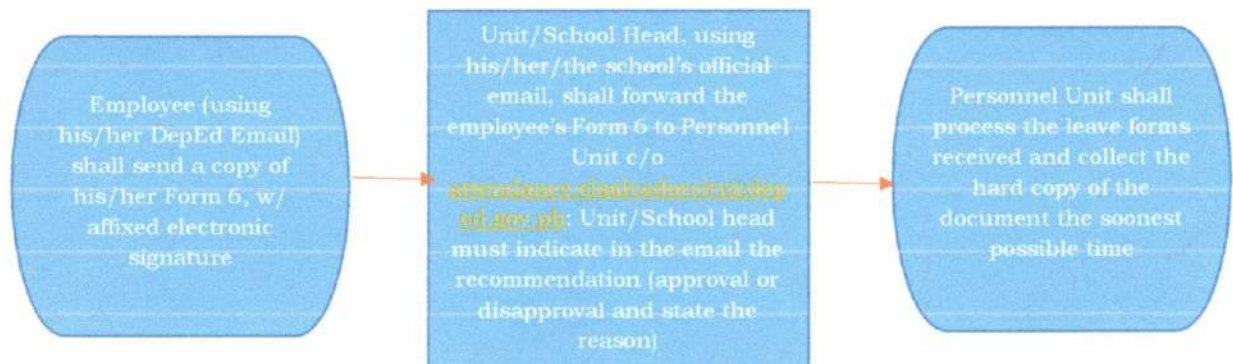
05 Jan 2021

DIVISION MEMORANDUM
No. 005, s. 2021

ONLINE APPLICATION OF LEAVE OF ABSENCE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that with reference to Item 34 of DepEd Order 11, s. 2020, this Division will allow online submission and processing of leave requests using electronic signatures, provided however, that the concerned personnel/office use their respective official email address. Accordingly, the Personnel Unit shall not process leave applications sent by an employee using other email address other than the one issued by DepEd. In brief, below shall be the process flow for this purpose.



2. This Office would like to reiterate that **unfiled or late filed/submitted leave is considered as unauthorized leave and the leave of absence shall be deducted from the salary.** For this purpose, the following shall be considered as the reckoning date of submission of the application of leave.
 - A. **School-Based Personnel**- date received by the Receiving Section
 - B. **SDO-Based personnel**- date received by the Personnel Unit c/o Ms. Gerlissa Kristi R. Amoguis

OSDS/AMA



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



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3. For information, guidance and strict compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

ABSENCES LEAVE

OSDS/ **AMA**



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