



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

10 Mar 2021

DIVISION MEMORANDUM  
No. 088, s. 2021

**ONLINE SUBMISSION OF APPLICATION FOR LEAVE OF ABSENCE VIA THE  
ONLINE LOG OF ATTENDANCE AND ACCOMPLISHMENTS FORM**

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 employees, specially those who are working from home, may now file their application for leave via the Online Log of Attendance and Accomplishment form, details to wit:

**Step 1:** Select *On Leave/Absent*, then click *Next* button

Work Arrangement \*

On-site: Reports to Station

Off-site: Field Work/ Work from Home

On Leave/Absent

Next

**Step 2:** Click *Add file* option

Kindly upload your duly accomplished application for leave form here \*

[Add file](#)

A copy of your responses will be emailed to [annamae.atilo@deped.gov.ph](mailto:annamae.atilo@deped.gov.ph)

Back Submit

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



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**Step 3:** Attach and upload your application for leave *file*, preferably with filename: AFL\_YYYY-MMDD\_LAST NAME, FIRST NAME MIDDLE NAME

**Step 4:** Click *Submit* button

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2. All are reminded of the following:
  - a. Submission of the hard copy of application for leave must still be made as soon as the employee reports on-site.
  - b. Application for sick leave must be accompanied with a Medical Certificate
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in processing applications for leave. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. 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

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