



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

10 Mar 2021

DIVISION MEMORANDUM
No. 145, 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

Step 2: Click *Add file* option

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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Step 3: Attach and upload your application for leave *file*, preferably with filename: AFL_YYYY-MMDD_LAST NAME, FIRST NAME MIDDLE NAME

Insert file ✕

Upload My Drive Previously selected

 AFL_2021-0309_CRUZ ANNA LEE.jpg 44K ✕

[Add more files](#)


Upload Cancel A copy of the selected file will be sent. Once uploaded, files cannot be edited or removed.

Step 4: Click *Submit* button

Application for Leave

Hard copy shall still be submitted to the Personnel Unit as soon as the employee reports On-Site.

Kindly upload your duly accomplished application for leave form here *

 AFL_2021-0309_... ✕

A copy of your responses will be emailed to annamae.atillo@deped.gov.ph.

Back Submit

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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. 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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