



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

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05 Apr 2022

DIVISION MEMORANDUM  
No. 146, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM 182, S. 2020 RE:  
APPLICATION FOR SICK LEAVE OF ABSENCE**

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

1. This is to inform all employees that item 2 of Division Memorandum 182, s. 2020 is hereby revoked. Considering that majority of the employees are already vaccinated and that El Salvador City is under Alert Level 1, this Division will no longer require medical certificate as attachment to application for sick leave which is not in excess of five (5) successive days. However, as precautionary measure, all employees are encouraged to immediately inform the Medical Section should there be instances that the employee and/or the employee's immediate family exhibited symptoms of COVID-19.
2. This Office reiterates that it shall adhere to the Equal Opportunity Principle (EOP) at all times. 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.
3. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

LEAVE



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)