



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

27 May 2022

DIVISION MEMORANDUM  
NO. 221, s. 2022

**DESIGNATION OF ALTERNATE SIGNATORY FOR ITEM 7B OF THE  
APPLICATION FOR LEAVE FORM (CS FORM 6)**

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

1. It has been observed that there have been delays in the submission of Application for Leave Forms (CS Form 6) for the reason that the signatory for item 7B is on official travel or on leave of absence. In consideration of the foregoing, Heads of Schools/Division/Section/Unit are suggested to designate an alternate signatory for item 7B of CS Form 6. The same designee shall recommend for the approval or disapproval of the application for leave. Kindly inform the Office of the Schools Division Superintendent (OSDS) through the Personnel Unit by submitting a letter similar to the suggested template enclosed herewith.
2. This Office would like to reiterate that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are 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. This is for your information, guidance and compliance.

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

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

AUTHORITY          FORMS



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**Suggested Template**

*Letterhead*

\_\_\_\_\_  
(Date)

**OLGA C. ALONSABE**

Schools Division Superintendent  
DepEd Division of El Salvador City  
Poblacion, El Salvador City

Attention: Personnel Unit

Dear **Dr. Alonsabe**:

Greetings!

I would like to inform you that the following shall be the signatories from this school/division/section/unit for item 7B of the Application for Leave Forms (CS Form 6).

<b>NAME OF EMPLOYEE</b>	<b>POSITION</b>	<b>ROLE</b>	<b>SPECIMEN SIGNATURE</b>
NAME OF PRIMARY SIGNATORY	PRINCIPAL I	PRIMARY SIGNATORY	
NAME OF ALTERNATE SIGNATORY	TEACHER III	ALTERNATE SIGNATORY	

Sincerely yours,

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD  
Position/Designation

*Footer*

