



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

05 Oct 2022

DIVISION MEMORANDUM
No. 434, s. 2022

**REITERATION ON THE TIMELY SUBMISSION OF APPLICATION
FOR LEAVE OF ABSENCE (CS FORM 6)**

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

1. 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. As provided in Division Memorandum No. 5, s. 2021, 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
2. If the school or employee finds it difficult to submit the hard copy of the Application for Leave of Absence on the prescribed period, they are advised to submit it online, following the conditions and steps provided in Division Memorandum No. 5, s. 2021, illustrated below:

STEP	ACTION/ OUTPUT	PERSON OR OFFICE RESPONSIBLE
1	Accomplish and send a copy of Form 6, with affixed electronic signature to immediate superior (indicated as recommending authority in item 7.B. of CS Form 6) Submission must be done via email using the DepEd email account issued to the employee	Employee

OSDS/**AMA**



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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2	Review and recommend action (approval or disapproval) Signature of recommending authority must be affixed in item 7.B.	Immediate superior (indicated as recommending authority in item 7.B. of CS Form 6)
3	Using the DepEd email account issued to the employee, send an advance copy of the employee's Application for leave of absence to the Personnel Unit via email: attendance.elsalvadorcity@deped.gov.ph School Heads are advised to use the DepEd email account issued for the school in submitting the soft copy of application for leave of absence	Immediate Superior for SDO-based personnel School Head for school-based personnel
4	Facilitate submission of hard copy of the application for leave of absence to the Personnel Unit	Immediate Superior for SDO-based personnel School Head for school-based personnel
5	Follow up the submission of hard copy of the applications received online and process the same upon receipt; Reckoning date of submission is the date the soft copy is received via email	Personnel Unit

3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). 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, PhD, CESO V
Schools Division Superintendent

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

ATTENDANCE BENEFITS PROCEDURE
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