



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

10 May 2023

DIVISION MEMORANDUM
No. 209, s. 2023

**REITERATION OF DIVISION MEMORANDUM NO. 434, S. 2022 AND DIVISION
MEMORANDUM NO. 248, S. 2019 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 the timely submission and filing of leave of absence of all School-based and SDO-Based personnel. Unfiled or late filed/submitted leave is considered as unauthorized leave and shall be deducted from the salary.
2. SDO-Based Personnel who will be on sick or vacation leave are **expected to inform their immediate superior of their absence at least before the 1st hour of the workday**. In ordinary application of sick leave already taken not exceeding five days, the head of the department or section concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.
3. Attached is Division Memorandum No. 434, s. 2022 and Division Memorandum No. 248, s. 2019 for easy reference.
4. This Office reiterates its observance of the Equal Opportunity Principle (EOP) in all steps being undertaken in its daily operations. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on






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REGION X – NORTHERN MINDANAO
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the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

LEAVE ATTENDANCE





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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REGION X – NORTHERN MINDANAO
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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

- 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.
- 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
OSDS/AMA



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DIVISION MEMORANDUM

No. 248, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Filing and Submission of Applications for Leave of Absence
(CSC Form 6) with Reiteration of Division Memorandum 74, s. 2018
and Division Memorandum 105, s. 2018

Date: October 3, 2019

1. For uniformity of understanding, with reference to Rule XVI, EO 292, as Amended by CSC MC No. 41, s. 1998 and CSC MC No. 14, s. 1999), let the following terms be defined as follows:

- **Leave of Absence** is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of EO 292.
- **Unauthorized leave** is being absent from work despite prior disapproval of the leave application.
- **Unfiled Leave** refers to the employee's absence from work without filing the necessary leave application as required under the CSC rules.
- **Late submission of leave application** is the failure of employees to submit their leave applications within the allowable period of filing/submission.
- **Unfiled/late filed/submitted leave** is considered as unauthorized leave and the period of absence shall be deducted from the salary. It is also considered violations of CSC rules; thus, subject to disciplinary action.

Copies Furnished:
Person Concerned
Records Section- Memo

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Region X
DIVISION OF EL SALVADOR CITY



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2. This Office has issued Division Memorandum 74, s. 2018 prescribing the process to be observed whenever an employee intends to go on leave of absence. This Memorandum was reiterated thru Division Memorandum 105, s. 2018. It has been observed, that despite issuance of the aforementioned memoranda, such are not strictly adhered by majority of the employees. With consideration of the foregoing, effective for the month of **October, 2019**, the following shall be strictly observed and implemented.
 - Process prescribed in Division Memorandum 74, s. 2018 on filing and submission of Application for Leave of Absence (using CSC Form 6) shall be strictly followed. Hence, applications for leave not using the prescribed form or not properly filled out or not submitted within the prescribed period shall be automatically returned without action. **Date when the application is received** by the Division Office shall be considered **as the submission date**.
 - Whenever the application for leave of absence is **not acted upon** by the duly authorized official/signatory **within five (5) working days after receipt thereof**, the application for leave of absence is deemed approved. (Sec. 49, Rule XVI, EO 292). **The concerned employee has the responsibility to follow-up with his/her supervisor (School/ Division/ Section/ Unit Head), the action taken to his/her leave application.**
 - An employee shall be considered **habitually absent** if he/she incurs unauthorized absences **exceeding the allowable 2.5 days monthly leave credit for at least three (3) months in a semester or at least three (3) consecutive months in a year.** In case of claim of ill health, the validity of such claim shall be verified and the application for sick leave shall be disapproved if the reasons given are not satisfactory. [Section 22 (q), Rule XIV of EO 292 as amended by CSC Resolution No. 98-1395 dated 08 June 1998].
 - An employee who is absent without approved leave **shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence** pursuant to Section 50 of Rule XVI of EO 292. It is understood however, that his/her absence shall no longer be deducted from his/her accumulated service/leave credits.
3. All employees are hereby reminded that ***Frequent Unauthorized Absences (Habitual Absenteeism)*** from duty is considered as grave offense punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense. As such, **school heads and division/section/unit heads** are required to monitor the attendance of their subordinates and report cases of Habitual Absenteeism through the Personnel Division, for appropriate disciplinary action.
4. For information, guidance and strict compliance.

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Person Concerned
Records Section- Memo

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DIVISION MEMORANDUM

No. 65, s. 2018

To: ALL EMPLOYEES

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Reiteration on the Filing and Submission of CSC Form 6-Application for Leave of Absence

Date: April 03, 2018



1. It has been observed that there are still schools who submit their employees' Applications for Leave of Absence together with their school's Monthly Report of Absence/s and Under time (MRAU). This is to remind all employees to follow what was stipulated in Division Memorandum 74, s. 2018 proper filing and submission of CSC Form 6-Application for Leave of Absence.
2. All are required to use the prescribed form sent to their DepED Email. School Heads may also request a copy from the Personnel Office.
3. Effective April 10, 2018, all Applications for Leave which do not conform to the prescribed form and date shall be acted as follows:

Issue/Concern	Action on Application for Leave of Absence
Late filing and/or submission of Application for Leave (CSC Form 6)	Leave shall be considered as Leave Without Pay (LWOP); Hence, corresponding deduction/s shall be made from the salary
Not following the prescribed form	Returned immediately without action

4. For information, guidance and strict compliance.



DIVISION MEMORANDUM

No. 74, s. 2018



To: ALL EMPLOYEES

From: **AGUSTINES É. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Filing and Submission of CSC Form 6-Application for Leave of Absence

Date: March 09, 2018

1. This is to remind all employees on the proper filing and submission of CSC Form 6- *Application for Leave of Absence*. All are required to strictly observe the following:

TYPE OF LEAVE	DATE OF FILING AND SUBMISSION OF CSC FORM 6
Vacation Leave	atleast 5 days before the date of leave
Sick Leave	upon return from Sick Leave
Leave of at least 30 days (e.g. Maternity Leave)- must be accompanied with Clearance from School and SDO and must be filed to SDO	atleast 2 weeks from period of leave

2. All are encouraged to submit at least three (3) copies which shall be distributed as follows:
 - 1 copy – Personnel Office
 - 1 copy – COA
 - 1 copy – Employee
3. All are reminded that an employee who is absent without approved leave shall NOT be entitled to received his/her salary corresponding to the period of his/her unauthorized leave of absence.
4. For information, guidance and strict compliance.

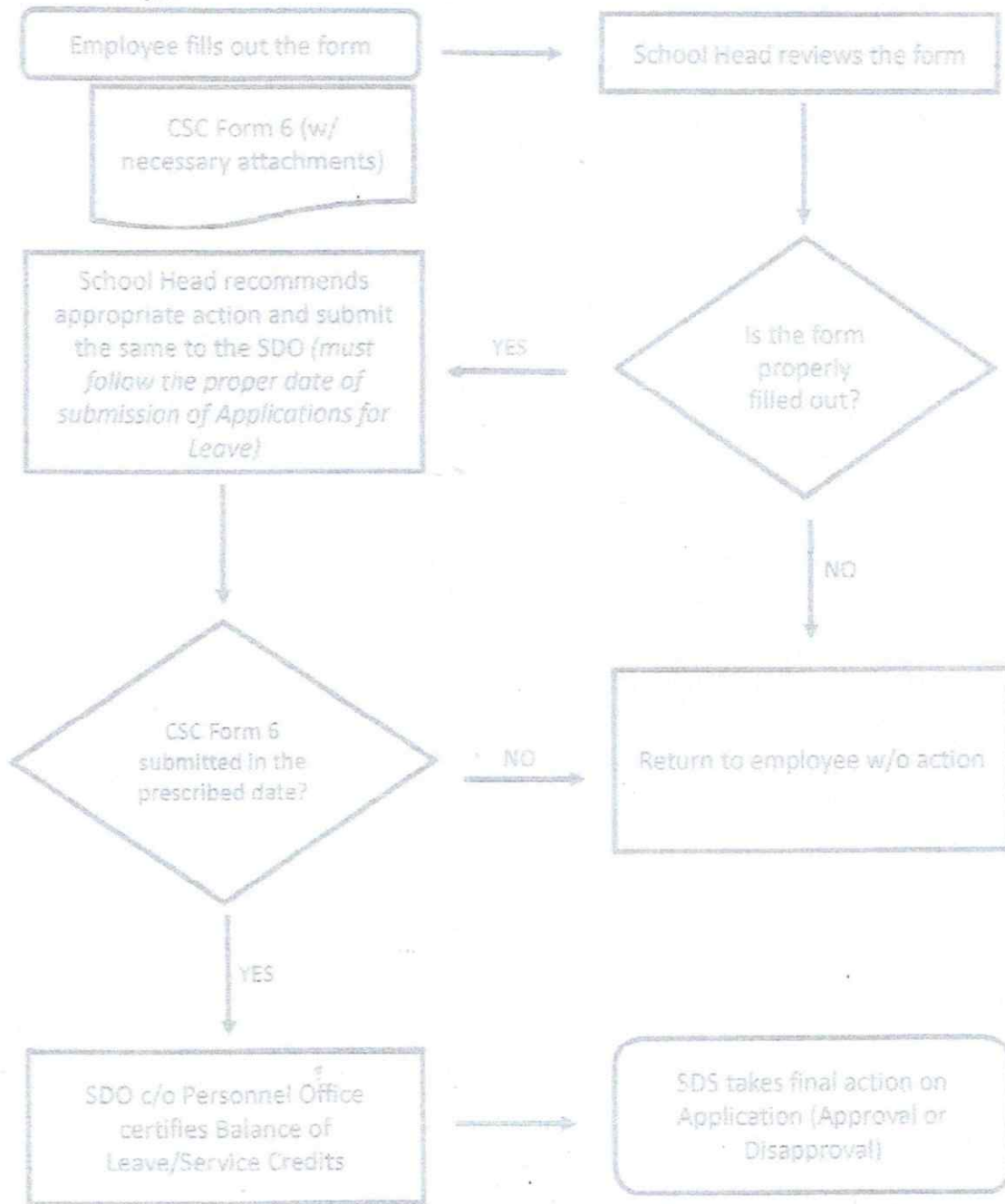
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PROCESS FLOW FOR APPLICATION OF LEAVE OF ABSENCE

A. School-Based Personnel (excluding School Heads)



*SDO- Schools Division Office

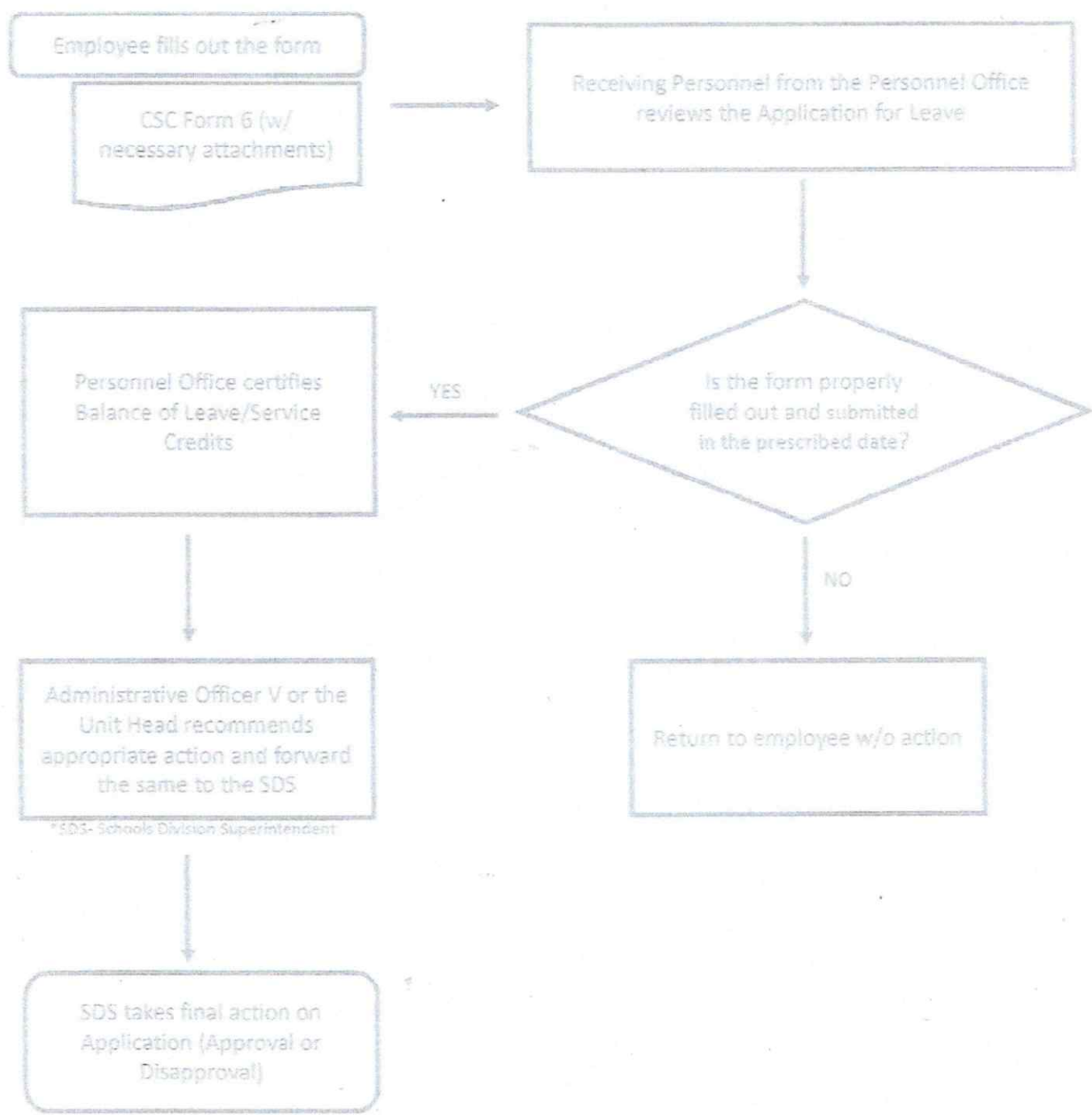
*SDS- Schools Division Superintendent

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Records Section-Office/Personnel/HR matters

CS02/01/14



B. Non School-Based Personnel (including the School Heads)



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