



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

NO. 04 s. 2020

TO : All School Personnel
Public Schools District Supervisors
Division Personnel

FROM : **IRENE S. ANGWAY, PhD**
OIC, Schools Division Superintendent

SUBJECT : **SIGNATORY FOR THE APPLICATION FOR LEAVE OF ABSENCE/S**

DATE : January 6, 2020



1. Application for Leave of Absence (CS Form 6) of all Schools Division personnel with Salary Grade (SG) 1-17 of 10 days and below shall be approved by the Assistant Schools Division Superintendent except when the reason for the leave is travel abroad.
2. Application for Leave of Absence (CS Form 6) of all DepEd employees with Salary Grade (SG) 18 and above shall be approved by the Schools Division Superintendent effective immediately.
3. Application for Leave of Absence of all employees for 11 days and above shall be approved by the Schools Division Superintendent.
4. All Form 6 shall be fully and properly filled out by the applicant and must be approved by the appropriate approving authority using the prescribed CS Form.
5. All applications must be submitted at the Division Records Section to be received by the Records Officer for proper tracking number.
6. Before going on vacation leave of absence, the employee concerned shall see to it that his/her application for leave has been approved by proper authorities. The Personnel Officer shall furnish the school or office of the employee of his/her approved or disapproved application.
7. This Division Memo supersedes Unnumbered Division Memorandum dated September 11, 2018.
8. For guidance and information.