



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

January 20, 2025

DIVISION MEMORANDUM
No. 070 s., 2025

**CLARIFICATION ON THE SUBMISSION OF CSC FORM 48 (DAILY TIME RECORD) AND
CSC FORM 6 (APPLICATION FOR LEAVE)**

TO : Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. This office clarifies the submission requirements for CSC Form 48 (Daily Time Record) and CSC Form 6 (Application for Leave). To ensure consistent and efficient submission, the following shall be strictly implemented in the SDO and schools **effective January 20, 2025.**

A. For SDO-Proper, CSC Form 48 shall be accomplished in **two (2) original copies**
1 copy- Personal
1 copy- to be submitted at the Personnel Section

B. For Elementary, Non-Implementing Junior and Senior High Schools' not eligible to Special Hardship Allowance (SHA):

CSC Form 48 duly signed by the Immediate Head shall be submitted in **three (3) original copies:**

1 copy- Personal (signed copy to be returned to employee)
1 copy- Administrative Officers (Elementary) file/ School file
1 copy- Personnel Section

C. For Elementary, Non-Implementing Junior and Senior High Schools' eligible to SHA:

CSC Form 48 duly signed by the Immediate Head shall be submitted in **four (4) original copies:**

1 copy- Personal (signed copy to be returned to employee)
1 copy- Administrative Officers (Elementary) file/ School file
1 copy- Personnel Section
1 copy- Attachment to SHA payroll (c/o AO II)

D. For Implementing Secondary Schools:

CSC Form 48 duly signed by the Immediate Head shall be submitted in **three (3) original copies:**

1 copy- Personal (signed copy to be returned to employee)



San Roque, Virac, Catanduanes
052 - 8114061
44 catanduanes@deped.gov.ph
www.deped.gov.ph/calanduanes.com
DepEd Tayo - Region V - Catanduanes



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

-
- 1 copy- School file
 - 1 copy- Commission on Audit (COA)

2. Application of Leave (CSC Form 6) and Compensatory Time-Off (CTO) shall be submitted in the following number of copies:

- A. Schools Division Office-Proper shall submit in **two (2) original copies:**
 - 1 copy- Personal (approved copy to be returned to employee)
 - 1 copy- Personnel Section
- B. Elementary Schools shall submit in **three (3) original copies:**
 - 1 copy- Personal (approved copy to be returned to employee)
 - 1 copy- Administrative Officers (Elementary) file/School file
 - 1 copy- Personnel Section
- C. Non-Implementing Junior and Senior High Schools shall submit in **three (3) original copies:**
 - 1 copy- Personal (approved copy to be returned to employee)
 - 1 copy- School file
 - 1 copy- Personnel Section
- D. Implementing Secondary Schools shall submit in **three (3) original copies:**
 - 1 copy- Personal (approved copy to be returned to employee)
 - 1 copy- School file
 - 1 copy- Commission on Audit (COA)

3. To expedite the approval process for leave and compensatory time off, **submissions should be made weekly**, following the established transaction schedule for school personnel and officials in the Schools Division Office.

4. The approving officer for the Application for CTO is the Schools Division Superintendent.

5. Likewise, to ensure the operational efficiency of the schools is not hampered, teachers are strongly discouraged from applying for travel abroad during the school year. Vacations and travel should be scheduled during summer and Christmas breaks.

6. For information, guidance and strict compliance.


CECILE C. FERRO CESO VI

Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052 - 8114061
catanduanes@deped.gov.ph
www.depedvicatanduanes.com
DepEd Tayo - Region V - Catanduanes