



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED

TO : All Schools Division Office Personnel

FROM : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT : Submission of the Prescribed Leave Form (CSC Form No. 6)

DATE : January 23, 2018

DepEd, Division Office of Catanduanes
RECORDS SECTION
Date: JAN 24 2018
Time: 8:00 A.M.
Initial Signature: *[Signature]*

Please be reminded of the provisions stated on the Omnibus Rules on Leave specifically Section 51 and Section 53 thereof:

1. **Section 51. Application for Vacation Leave.**- All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.
2. **Section 53. Application for Sick Leave.**- All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.
3. This reminder is being issued for reason that most of the SDO personnel go on leave of absence without accomplishing or submitting the prescribed leave form, in violation of the above mentioned provisions on leave law.
4. For your information and strict compliance.