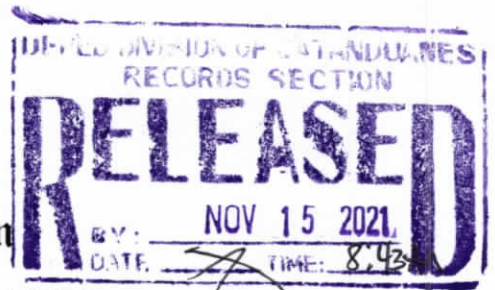





Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
OSDS-PER-UM-11-12-21/mb1

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads (Non-IU's)
Administrative Officers (Elementary & SHS)
Teaching and Non-Teaching Personnel

FROM : 
SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT : APPLICATION FOR LEAVE OF ABSENCE & IMMEDIATE SUBMISSION OF
CS FORM 6 TO SDO-HUMAN RESOURCE MANAGEMENT OFFICE

DATE : November 12, 2021

1. Pursuant to *Section 51 and 53 of the Omnibus Rules on 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 (*Amended by CSC MC No. 41, s. 1998*).
- ✓ "All application 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.

2. To facilitate the prompt reporting of leave of absence of personnel to the Regional Payroll Services Unit (RPSU), all schools heads are advised to **submit immediately** the CS Form 6 (Application for Leave) of teaching and non-teaching personnel to the SDO-Human Resource Management Office.

3. For information, guidance and **strict compliance**.



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes