



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
OSDS-PER-UM-07-30-2024/MBL

**TO :** Public Schools District Supervisors/In-Charge of the Districts  
Elementary & Secondary School Heads/OIC  
Administrative Officers  
All Others Concerned

**FROM :** *[Signature]*  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF LIST OF PERSONNEL WHO AVAILED  
MATERNITY AND PATERNITY LEAVES FROM JANUARY  
TO JUNE 2024**

**DATE :** **JULY 30, 2024**

1. In reference to the Regional Memorandum No. 00826 s. 2024 re: Submission of List of Personnel who availed maternity and paternity leaves from January to June 2024.

2. You are advised to prepare the list in excel file following the template below and filename format (Sample: VIRAC NORTH\_JMAMES\_LEAVE (for Elementary); CNHS\_LEAVE (for Secondary)).

Name of Personnel	Salary Grade	Step	Inclusive Dates of Leave

3. Submission shall be made on or before 12NN of July 31, 2024, through the link <https://forms.office.com/r/EkXFBPuvsc>.

4. For information, guidance and immediate compliance.



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